

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

January 19, 2023, 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 Chairman	DISTRICT 4 Wesley Griffin	DISTRICT 5 David Corbin Vice-Chairman
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I. PROCLAMATION

- A. Call to Order – Chairman Hawkins
- B. Invocation – Johnny Evans
- C. Pledge

II. PUBLIC HEARING

- Request for a Future Land Use Amendment for a 2.55-acre Parcel of Property, located on Bunyon Drive, Chipley, from Agriculture/Silviculture and Conservation to Residential Low – Tray Hawkins, Chairman presented the land use change request in the absence of Dawn McDonald, Senior Planner. The planning commission recommended approval of the land use change request.
- Request for Future Land Use Amendment for a 4.99-acre Parcel of Property to Change from Agriculture/Silviculture to General Commercial for property located at 4070 Moss Hill Road, Chipley – Tray Hawkins, Chairman presented the land use change request. The property is located south of Holmes Valley Road which currently has some general commercial property land classifications. The company intends to put a business in Washington County, which will be located on a major corridor.

Signage was posted for notification of the land use request. The planning commission recommended approval of the land use change request.

- Community Development Block Grant (CDBG) Public Hearing 1 - Karen Shaw, Grants/Special Projects Coordinator presented the notice to meet the hearing requirement. The Washington County Board of Commissioners is considering applying for funds through the Florida Department of Economic Opportunity for the fiscal year 2021 – 2022 Small Cities Community

Development Block Grant. The county intends to reapply if funding is not available in the prior cycle. The county is eligible to apply for up to \$750,000.00 in the neighborhood revitalization, commercial revitalization, and housing revitalization categories. Up to \$1,500,000.00 can be applied for in the economic development category. Construction activities funded through the CDBG program must meet one of the following objectives:

- Benefits to low and moderate-income persons
- Prevent or eliminate slum or blight conditions; or
- Meet a need of recent origin having a particular urgency.

CDBG funds may be used for constructing stormwater ponds, paving roads and sidewalks, installing sewer and water lines, building a community center or park, improving a sewage treatment plant, and rehabilitating low-income homes.

The application requires that the county develop a minimized displacement of persons because of the activities. A plan is required to assist displaced persons.

This public hearing is to obtain citizen comments concerning the county's economic and development needs.

There were no comments from the public.

Ted Everett informed the board the funds would be used for the study to place the utilities of the infrastructure at the industrial park.

- III. ADOPT THE AGENDA – MSBU Advisory will be moved ahead of the FEMA Coordinator as requested by Steve Healis. County Administrator Massey requested the addition of SCRAP (Small County Road Assistance Program) and CIGP (County Incentive Grant Program) discussion and a broadband update.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to adopt the agenda as amended above.

- IV. ADOPT PREVIOUS MINUTES

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- Board Meeting for December 15, 2022 – Commissioner Pettis offered a motion seconded by Commissioner Bush, and unanimously carried to approve the minutes listed as corrected by the clerk’s office on the bottom of page 294, which has been discussed with the clerk’s office. The correction has been made; however, the corrected version was not available at the meeting time.

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.

- Nan Thompson questioned the board regarding the existence of a county noise ordinance. Different means have been taken to address noise from her neighbors.

County Attorney Fuqua addressed the concern. The issue with noise ordinances has been the enforcement of them and how it is measured and what type of measuring devices are used. Most have been declared unconstitutional. This is typical in an entertainment district, such as bars with amplified music. Historically they have not been enforceable.

Note - A meeting will be set up with County Administrator Massey, Chairman Hawkins, Sheriff Crews, and the citizen.

Commissioner Bush suggested to County Administrator Massey review the information he used regarding the noise generated by equipment to see if there is language relevant to this situation that has been brought before the board.

## VI. AGENDA ITEMS

1. Request for a Future Land Use Amendment for a 2.55-acre Parcel of Property, Located on Bunyon Drive, Chipley, from Agriculture/Silviculture and Conservation to Residential Low – Tray Hawkins, Chairman
2. Request for Future Land Use Amendment for a 4.99-acre Parcel of Property to Change from Agriculture/Silviculture to General Commercial for property located at 4070 Moss Hill Road, Chipley – Tray Hawkins, Chairman

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the land use changes listed as items 1 and 2.

3. Request for Approval of One Year Extension with Animal Control of West Florida for Sheltering of Confiscated Animals by Animal Control Officers - Lynne Abel, Public Safety Director informed the board the previous contract included a 3-year extension, which terms have expired.

County Attorney Fuqua informed the board that he does not have any issues with the contract. –

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the contract with Animal Control of West Florida as presented by Lynne Abel.

4. FDOT Beautification Grant Acceptance with Three Award Letters – Karen Shaw, Grants/Special Projects Coordinator – Chairman Hawkins recognized Karen Shaw and Sarah Hand for their excellent work, which was expressed directly by the coordinator at the Department of Transportation. Karen Shaw recognized Julie Dillard and Heather Lopez for their assistance with the grant.

Karen Shaw presented three award letters before the board which totaled over \$76,000.00. The funds will be used on the right-of-way in front of the ag center, the front of the recycling center, and at Blue Pond.

Commissioner Corbin offered a motion, seconded by Commissioner Griffin, and unanimously carried to accept the award letters for the Beautification Grant.

5. FDOT Transportation Regional Incentive Program (TRIP) Application Resolution - Karen Shaw, Grants/Special Projects Coordinator requested approval to authorize the chairman and clerk to sign the resolution which approves the application for the Transportation Regional Incentive Program. The application has already been submitted by Dewberry without a resolution because it was due before the board meeting.

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

6. RFP Approval for Project Gantry - Karen Shaw, Grants/Special Projects Coordinator presented two requests for proposals combined for the board's decision. It is for grant writing, administration, and professional engineering services associated with Project Gantry at the Industrial Park.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the requests for proposal as presented by Karen Shaw.

7. Acceptance of Firefighter Assistance Grant for Washington County Fire Department (Sunny Hills) for \$35,975.00 for Extraction Equipment - Justin Leach, Fire Coordinator informed the board the 100 % reimbursable grant was applied for in July and has been approved. –

Commissioner Corbin offered a motion, seconded by Commissioner Bush to accept the Firefighter Assistance Grant.

James Brooks requested the board identify what funds generate the grant funds.

Commissioner Hawkins responded that it is all taxpayer funds.

Justin Leach responded that the grant is through the state and is for volunteer departments. The state donates a specific amount to be used throughout Florida for necessities approved by grant applications.

Commissioner Hawkins responded that the grants come from Forestry as well.

James Brooks requested an explanation of Project Gantry. Is it a public record?

County Attorney Fuqua responded it is protected under the economic development section of the Florida Statutes. Once it is complete the entity will be disclosed. It is not a public record.

The motion of the floor carried unanimously.

8. Request to apply for Assistance through a Firefighter Grant (AFG) of \$110,000.00 - Justin Leach, Fire Coordinator informed the board it is a FEMA grant, which has a 5% match. The grant would be used for Washington County Fire Department (Sunny Hills Fire), Greenhead, Orange Hill, and Hinson. The intent is for JMCM to write the grant for 5%, which will be covered by the grant funds.

Per the county attorney's office, the motion should be to approve the contract and waive conflicts in the procurement policy, if there are any.

Time restraints would not allow for the service to be bid and apply for the grant since the month to apply for the grant has already started.

Commissioner Hawkins confirmed the out-of-pocket amount would not exceed \$5,500.00.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve the grant application to be written by JMCM and submitted while waiving any potential conflict in the procurement policy regarding contracts.

9. Request for Approval to Surplus Ladder Truck - Justin Leach, Fire Coordinator informed the board that he has discussed this with County Administrator Massey before presenting it to the board. There is nowhere to store the ladder truck and keeping the truck in operation is costly. The ladder truck requires annual testing.

Commissioner Hawkins confirmed that the fire chiefs support the surplus of the truck.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to surplus the ladder truck.

10. Resolution for CareerSource Chipola - David Corbin, Vice-Chairman deferred item 10 to Richard Williams, Director of CareerSource.

Richard Williams informed the board the resolution supports the county's local career source board. The State of Florida is looking at consolidation of the boards. The current board serves five rural counties. The resolution represents support from the Washington County Board of County Commissioners to not consolidate the boards. Counties across the state are passing the resolution.

Commissioner Hawkins suggested drafting a letter along with the resolution.

Commissioner Corbin offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the letter and resolution for CareerSource Chipola.

11. 2022-2023 Liaison Appointment – Commissioner Corbin confirmed that he would take the CareerSource Chipola liaison appointment.

The remainder of the liaisons will remain the same.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to accept the 2022 – 2023 liaison appointments with the one modification of removing Summary of Minutes Prepared by Risha Brantley

Commissioner Kent's name from the Chipola Regional Workforce Development Board and adding Commissioner Corbin, with the rest remaining district for the district.

12. 2023 Workshop Schedule - Tray Hawkins, Chairman informed the board three options have been provided for their consideration. The options were composed by Jane Dellwo, Wendy White, Jeff Massey, and Fuqua and Milton, County Attorney.

Commissioner Hawkins questioned if workshops would be monthly or as required for specific agenda items. The purpose of the workshop is to be able to put items on the consent agenda. The agenda today does not have any items that could be listed as consent agenda items.

Commissioner Griffin suggested option 3, which is daytime workshops. Nighttime meetings can be done for every other meeting until the live stream begins.

Commissioner Bush commented that he does not like night meetings due to the constraints of staff, and attorneys.

Commissioner Hawkins commented that staff would have to be at the workshops if they have an item on the agenda.

Commissioner Bush commented the purpose of the workshop is for discussion.

Commissioner Griffin commented that nighttime meetings should not be an issue. There is one meeting a month. A lot more money is wasted; than having them here at night paying their overtime. The board needs to serve the public.

Commissioner Hawkins questioned what would occur if something came up between the workshop and the regular meeting. Would the item be added as a non-consent agenda?

Commissioner Griffin suggested that the cutoff time should be honored.



Commissioner Hawkins commented certain things come up that are important. Two examples are grants or date-specific items.

Benita Crittendon addressed the board. There is a statute that requires the agenda to be sent out seven days before the meeting.

County Attorney Fuqua responded that school boards have a requirement, however, it is not required for county commissioners to have an agenda. It is done for organizational purposes.

Benita Crittendon suggested monthly workshops should be scheduled, which should cause the regular meetings to be shorter. Workshops set up open communication between the commissioners on items. It gives transparency to the public. Day or night does not matter, however, some nighttime meetings would allow the community to attend. Livestream would cover that issue.

Commissioner Pettis suggested quarterly nighttime meetings. Livestream is being worked on, which will help some of that, which will allow citizens access. About having the meetings, the week before, it is understood that things will come up and they will have to be added to the agenda. It will be the exception, not the rule. Those items can be worked around. The opportunity for discussion before the meetings is a good option, so that Sunshine Laws or anything is not violated.

Commissioner Hawkins confirmed with Commissioner Pettis that his recommendation is option 3.

Commissioner Pettis offered a motion, seconded by Commissioner Griffin to select option three, with quarterly nighttime meetings beginning at 5:00 p.m.

Commissioner Hawkins commented that would be the second Tuesday before the meeting.

Commissioner Corbin questioned if it would be fluid; could the date or time be changed?

Commissioner Hawkins suggested discussing it monthly.

Commissioner Pettis confirmed that if it is not working it can be changed. It does not need to be set in stone.

Commissioner Hawkins confirmed the schedule is being set now and it can be changed for the BOCC and the public.

Commissioner Griffin commented that the workshop will be every third meeting at 5:00 p.m., which will begin in March.

Commissioner Hawkins confirmed the workshops would be in March, June, September, and December at 5:00 p.m.

Commissioner Bush commented that he is not opposed to workshops, however, he is opposed to nighttime meetings. During his chairmanship workshops were held every month. The nighttime meetings should be monitored, with an eye kept on attendance. This will impact the private sector businesses and staff. It is the county's business meeting, and most business meetings are held during a business day. In the past, workshops did not include public participation.

County Attorney Fuqua commented that they would make it work. The second Thursday during the nighttime is not open.

Commissioner Pettis confirmed with the board that his proposal was not to change the regular meetings. The workshop is the only thing he was referencing.

Commissioner Hawkins suggested the night meetings would be scheduled for the third Monday.

County Administrator Massey questioned if the workshop would be the same week as the board  
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meeting, which would require two agendas.

Chairman Hawkins confirmed there would not be an agenda for the workshop.

Commissioner Bush commented the agenda would have to be done the day after the workshop, which would mean a two-day distribution of the agenda.

Commissioner Pettis amended his previous motion to clarify schedules between now and the board meeting and there will be a vote on that schedule.

Wendy White confirmed that the workshop for February would be on February 9 and the regular meeting would be on February 16. Both meetings will be during the daytime.

Chairman Hawkins advised Johnnie Pettis, Finance Director to retract the prior motion.

County Attorney Fuqua commented that the Thursday after the third Monday is open for them.

Chairman Hawkins confirmed that the board's pleasure is to schedule a workshop on February 9 and at that time the remainder of the meeting schedule will be discussed.

Commissioner Pettis offered the motion above as confirmed by Chairman Hawkins.

Commissioner Bush seconded the motion.

Benita Crittendon addressed the board. She is aware of the public previously not being allowed to speak during a workshop unless called upon and she agrees with that. The public has an opportunity to form an opinion, observe what is occurring, and see the discussion between the commissioners. The public would address items at the regular meeting.

County Attorney Fuqua advised that complies with the Florida Statute.

The motion on the floor unanimously carried.

- VII. MSBU COORDINATOR – Steve Healis requested approval of a budget amendment for \$188,989.72 for road resurfacing. Board approval is requested to transfer the remaining assets from the previous budget year to the current budget year to cover the road plan.

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

Chairman Hawkins called a recess.

- VIII. FEMA COORDINATOR – Kevan Parker addressed the board.

- FEMA Projects Update – The current expenditure and reimbursement total is \$55,749,000.00. \$54,441,000.00 has been reimbursed to the county. \$1,800,000.00 is in validation, which has been approved and is moving through the process. Most are in step four, which moves to the payable step fairly quickly.
- Worley Road – The bids on the project were doubled. FEMA has been asked how to proceed.
- Williams Road Bridge – It is at the Environmental Historical Preservation step, which is backed up. The questions that have been submitted have been responded to.
- Hurricane Sally – The second appeal was submitted ten days ago. The response is expected to take a while.
- Road Status – Paved in the last month – Andara, New Jerusalem, Mallory, River Road (should be completed today), Hard Labor/North (bridge to Clayton)(should be completed today), and Ebenezer. Paving on LouBella will begin tomorrow. Once Anderson Columbia has finished LouBella, they will proceed to Cook’s Mill, and Pipkins. When the crew finishes the north end of Hard Labor, they will move to the north end of Duncan Community. They will begin at the bridge and go toward Piney Grove. They will back down and complete Hard Labor and come back to the bridge on Duncan and proceed south. Those two roads are ten miles together.

In the last few days, two paving crews from C.W. Roberts, one from Anderson Columbia, and one from American Sand have been in the area. Toward the end of this month and next month,

the invoice total will increase.

Ebenezer has been paved from Holmes Valley up to the city limits of Vernon. Public Works maintains that road and they have requested a change order be submitted to pick up the last half mile. It comes into Vernon and meets a paved road that comes back to Highway 79.

Vernon will be doing Church Street.

Chairman Hawkins commented that Church Street is the same as Ebenezer.

C.W. Roberts submitted an estimate for \$165,000.00.

Chairman Hawkins confirmed that C.W. Roberts is the contractor on record. This will prevent public works from having to maintain the half mile of dirt road between the two paved roads.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the change order to extend the project on Ebenezer for \$165,000.00 as presented by Kevan Parker in addition to a 90-day extension for C.W. Roberts as requested by Donald Stanley.

Chairman Hawkins advised the expense will be paid from the general fund and reimbursed by the contingency on the project.

- Driveway Update – Mr. West has agreed to the offer of \$8,000.00, which was figured by the engineers. The figure is the cost of the asphalt and the base on his driveway. The county will acquire a drainage easement across his existing driveway. The old one is flooded, and he will never be able to build back there. He is moving it to the new property he purchased.

Chairman Hawkins confirmed with Attorney Fuqua that he does not have any opposition to the above scenario.

Kevan Parker informed the board they are going to work with him and the contractor on-site to see what he can do with the payment.

Mr. West agreed via phone. Wendy White, Human Resources was present for the verification.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the driveway scenario for Mr. West as presented by Kevan Parker.

- ITB 22 – 19 – The bid was tentatively awarded for Gainer, Foxworth, Houston Road East, Farrel Nelson, Old Mill, Bush, and Johns Way. Negotiation with the contractor was not successful. One bid was \$7,611,905.00 and the other was \$80,000.00 more. \$450,000.00 is included in the projects, which is close to the cost per square yard trend. The recommendation is to award to the low bidder, C.W. Roberts for \$7,611,905.00.

Commissioner Bush offered a motion, seconded by Commissioner Hawkins, and unanimously carried to approve awarding ITB 22 – 19 to C.W. Roberts for \$7,611,905.00.

- Buyout Program – Approval is requested to issue a bid for appraisal, survey, closing, hazard materials, and demolition for 45 homes.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to issue the bid as presented by Kevan Parker above.

In a couple of weeks, the bid for Road Zone 1.2 will be issued. The roads include Mattox Springs Road, Bright Bay, Union Hill, Anders, Yates Settlement, and Leavins Road.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to issue a bid for Road Zone 1.2.

Chairman Hawkins recommended that Kevan Parker be assigned a key fob to the annex during

business hours. He is an extension of what the county staff does.

Commissioner Bush commented that is normally the way that it works.

Kevan Parker suggested the board consider other staff, such as other contractors and IT people should have a job as well.

Chairman Hawkins commented that it would be done on a case-by-case basis.

Chairman Hawkins confirmed with County Attorney Fuqua that a motion is not needed to authorize access for Kevan Parker.

Chairman Hawkins gave direction for staff to issue Kevan Parker a key job.

- Line of Credit – County Attorney Fuqua addressed the board regarding the loan. The previous loan was for 1 year which could not be paid down. Regions Bank submitted a true line of credit that can be borrowed and paid down. Interest is not being paid the entire time during the year. It is more flexible. It can be secured through FEMA projects. A firm proposal was not requested from them in case the board decides to issue an RFP. The loan is revolving and will not have to be renewed. If it does have to be renewed the amount will be minimal similar to the first line of credit. The terms were not specified; however, they can exceed a year.

He advised the board that he is not aware of any language in the procurement policy that requires an RFP to be issued.

Chairman Hawkins questioned Clerk Bell regarding her satisfaction with First Federal Bank.

Clerk Bell confirmed that they had been satisfactory and that a great relationship has been established with them. They hold most of the county funds. They had the lowest interest rate two years ago.

Commissioner Pettis offered a motion, seconded by Commissioner Corbin, and unanimously carried for First Federal Bank to submit a proposal, which would be reviewed at the workshop.

Commissioner Griffin addressed the board regarding the key fob for Kevan Parker. The purpose of the key fob is to keep the building safe for county employees entering and exiting the building.

Chairman Hawkins commented it is for people they need to do business with.

Commissioner Griffin commented that Charles Kent, ex-commissioner has a key fob, which is used to enter the building to get ice with permission from Commissioner Bush and Hawkins.

Chairman Hawkins commented that he has not spoken with him.

Commissioner Griffin asked what kind of security and protection is being provided to the employees allowing a contractor to enter and exit the building via a key fob. Kevan Parker should set up meetings to be held in the boardroom or Commissioner Hawkins' office, but not in the human resources office. He can be let in and out of the building by Chairman Hawkins or staff. It is not necessary for him or any other contractor in the county to have a key fob.

Commissioner Pettis agreed with Commissioner Griffin asking that if it is done for one person, where would the line be drawn for the next person/consultant?

County Administrator Massey addressed the board. He has spoken with Kevan Parker and Charles Kent. Kevan Parker turned his key fob in, and Charles Kent will as well. Certain people need access to the building, such as the IT staff and key people that work here regularly. The board's pleasure is how he intends to proceed. A decision needs to be solidified, stay with it, and move on.

Commissioner Griffin responded that a contractor should not have access to the building without a commissioner or staff knowing that he is coming. Allowing access to a contractor or

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anybody other than county staff would be a decision set up for failure.

Commissioner Griffin offered a motion, seconded by Commissioner Pettis that only county employees have key fobs and access to the building.

Commissioner Corbin questioned if other contractors have key fobs.

Chairman Hawkins responded that it is on a case-by-case basis.

Wendy White informed the board that IT has 24-hour key fobs. They run computer updates when staff is not in the building.

Commissioner Bush commented that access is commonly given to someone working in the building regularly. The regular hours make sense.

James Brooks asked if county employees are required to have background checks before they begin work. Are contractors screened the same as county employees?

Wendy White commented yes.

Commissioner Bush asked if it is a requirement for county commissioners.

Benita Crittendon confirmed that it was established at the last meeting that Wheeler's basic operations were at the EOC at no cost.

Chairman Hawkins responded that it would be for purposes of dealing with himself and County Administrator Massey.

Commissioner Corbin questioned if there is a list of who has key fobs.

Wendy White commented yes.

Danny Exum, retired chief security officer for Wiregrass Electric Coop of Alabama informed the board at his previous employment he had a key fob and it was his responsibility to issue key fobs. If IT is blocked from having 24-hour access that is asking for trouble. Some vendors had access and auditors were given daily access that they turned in daily.

Chairman Hawkins brought the meeting back to the motion on the floor.

Commissioner Griffin rescinded his previous motion.

Commissioner Griffin offered a motion, seconded by Commissioner Pettis that Kevan Parker will be let in the building by County Administrator Massey or Tray Hawkins as needed, not unlimited access. The motion failed 2 to 3, with Commissioners Hawkins, Corbin, and Bush voting against it.

Commissioner Corbin offered a motion, seconded by Commissioner Hawkins, and carried to 3 to 2 to authorize Kevan Parker to have access to the building during the daytime hours for business purposes only. Commissioner Griffin and Pettis voted against the motion.

- Time Extension – Chairman Hawkins asked if a time extension should be issued now based on the length of time the last one took. Contact should be made with Kevin Adkison once the extension request is submitted.

Clerk Bell asked about the length of the most recent extension.

Kevan Parker responded that it was for 1-year.

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

- Castor Update – One on Merry Acres, Crews Lake, Pioneer, and Cavalier.
- Request to Surplus 2020 Mack Dump truck, 2014 Mack Dump truck, E85 Bobcat(excavator),

John Deere Boom Mower (JM Wood March Auction), One Mack Lowboy, and miscellaneous metal pipes (Mason's February Auction)

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve to surplus the items requested by Johnny Evans.

- 309 Excavator with Mulching Head \$172,646.00 – This would replace the Bobcat. Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the purchase of a 309 Excavator with a mulching head, bucket, and thumb.

Chairman Hawkins confirmed the purchase will come from transportation funds.

Commissioner Bush questioned if any brush cutting is being done on Leavins Road.

Johnny Evans responded none of the boom mowers are running. Per the last update, the two new machines will be delivered this week.

Commissioner Bush advised Johnny Evans to contact Danny Jackson regarding the limits they discussed.

X. PARKS UPDATE – George Swauger updated the board. A new email address has been set up dedicated to input regarding parks. The cameras should be linked to the email address.

- Campbell Park – Cleaning, repairs, and removal of safety concerns/rotted wood around the building, which will be replaced shortly. Gulf Coast Electric will be adjusting two lights and adding one.
- Hunter Park – Continued cleaning and bathroom repair. The foyer area is ready to paint.
- Blue Pond – The plans are to open restrooms in a couple of weeks. Fire pits that have been used as trash disposal are being removed. Once the pampas grass is removed adjustments/repairs will be made to the fence. LED lighting will be installed in the

restrooms.

- Cameras – They are ready to install pending the proper signage and installation of the sim cards. The cameras have the capability for audio recordings and are solar powered. The language for the sign is all activities are recorded and monitored.

Chairman Hawkins informed Mr. Swauger that the middle school is willing to adjust its camera that is mounted facing the parking lot/bus loop across from Hunter Park to capture the entrance of the facility. The contact is Mrs. Seley.

George Swauger recognized IT, Jackie Snowden, Susan Williams, Taylor Cisco, and Johnny Evans for their assistance and support with the parks projects.

George Swauger asked County Attorney Fuqua if the language mentioned above regarding the park signage is adequate for notice of audio recording.

County Attorney Fuqua advised specifying audio is being recorded.

George Swauger requested board approval to surplus four vehicles that were previously used by the Department of Corrections Officers. The vehicles will be taken to Masons Auction. The money can be earmarked for future vehicles.

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the surplus of four vehicles as requested by George Swauger.

Commissioner Bush suggested installing electronic locks that would be set to lock the facilities after reasonable daylight hours.

George Swauger responded that most of them have an open foyer with no doors. A gate to the main foyer or separate doors would need to be installed.

## XI. ENGINEERING PROJECTS UPDATE

- Reduce Retainage Amount for all Contracts - Donald Stanley, HMB Professional Engineers, Inc addressed the board. The state statute changed from the local government being able to hold

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10% retainage to 5% retainage. The new statute says that unless it is contrary to any federal law that supersedes this. Federal law directs that up to 10% retainage can be held. After a discussion with Attorney Fuqua all new contracts/specs have 5% retainage in them as opposed to 10%. All contractors were notified by e-mail to adjust payouts moving forward.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to change the retainage from 10% to 5% per Florida Statute.

Chairman Hawkins called a recess.

XII. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- Sell of County-Owned Property - A request to purchase property on Alhambra Drive has been submitted for \$2,300.00. All notification requirements were met. The assessed value is \$2,178.00. Deltona made a counteroffer for \$3,600.00. Approval is requested to accept the highest offer.

Commissioner Bush offered a motion, seconded by Commissioner Corbin to accept the highest offer from Deltona.

Commissioner Pettis questioned if a deadline for turning in bids is included in the policy. Did Sunny Hills Corporation send their bid on time?

County Administrator Massey commented there is a deadline. Letters were sent to adjacent property owners on January 5. Deltona Corporation submitted a counteroffer on January 11.

Commissioner Pettis questioned if that met the timeline.

County Administrator Massey responded that it did.

Benita Crittendon asked if there is a difference between Deltona Corporation and Homes by Deltona.

County Administrator Massey guessed that they would be the same. The offer was submitted by Deltona Corporation.

Benita Crittendon expressed concern if the bid that was submitted by Homes by Deltona is the same entity that the chairman's sister is the administrator of.

County Administrator commented Deltona Corporation.

Commissioner Bush spoke on the timeline for the property sale. The adjacent property owners are notified and can counteroffer. It is not a bidding war. The offers are not advertised. The deadline is the board meeting. The assessed value is the only thing that is known.

Chairman Hawkins asked County Attorney Fuqua if he should refrain from voting. He is not sure what his sister's role is regarding the statement made by Benita.

County Attorney Fuqua advised only if she has an ownership interest in the company.

Chairman Hawkins responded to his knowledge, she does not.

Commissioner Corbin clarified the process, questioning would not it be in the best interest of the county to make it known there is another interested party.

Commissioner Bush commented that would cause a bidding war.

Jessica Hawkins, Administrator of Homes by Deltona, which is a subsidy of Deltona. The ordinance was done far before she became the administrator of Deltona. It was an ordinance written by Attorney Fuqua for the sale of the surplus county-owned property. The ordinance should not be changed or discussed due to her position with Deltona.

Chairman Hawkins commented that it has worked in the past. The goal was to put the 357/374  
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lots back on the tax rolls. It is not in his interest who gets the property.

County Attorney Fuqua addressed the board. As he remembers there was a threshold on the simplicity of the process based on the value of the property. If it was a low-value property it was done this way and a higher-value property would go through a more formal process. County Administrator Massey had the authority to do it. It did not necessarily have to come before the board.

Jessica Hawkins clarified that she does not have any interest in the Deltona Corporation.

Chairman Hawkins questioned the bid process.

County Administrator Massey responded if a response has not been received within so many days, then they proceed with the original offer.

Chairman Hawkins suggested the process be discussed at the February workshop.

County Attorney Fuqua requested Clerk Bell send the ordinance to the commissioners.

The motion on the floor carried unanimously, which was to accept the offer from Deltona.

- Website Update – County Administrator Massey updated the board. A search engine has been added to the website, however, it does need improvement, which is being worked on. All the department pages have been updated. Those responsible for specific departments are responsible to submit any updates. The road zone schedule has been updated and has a separate section. The organizational chart has also been added to the website. Making the page simpler is what has been expressed. The search engine should be running as it should in a week.

Commissioner Pettis requested the public interact with them regarding issues they encounter on the website so they can work to make them better.

- Live Streaming Update – County Administrator Massey updated the board. Jackson County IT met with county staff. Their live stream is via Zoom and YouTube.

A proposal is close to being brought before the board. This can be discussed at the February workshop.

Commissioner Bush advised ADA and bilingual requirements need to be met. It is not as simple as videoing it. All parties must be able to view it. Close captioning needs to be addressed.

He expressed concern about not wanting the board to get in a bind.

County Administrator Massey updated the board on another option. There is a company that does it all. They respond to public records requests.

The other option staff would be responsible.

FACT is being consulted as well during this process.

Commissioner Bush advised they have been previously sued because they did not meet all the ADA requirements, which was not known at the time.

Wendy White informed the board, for those that need spoken audio it must be set up like a conversation. It must be set up where punctuations and spaces are not read.

County Attorney Fuqua commented that YouTube seems like a better option, however, it is the board's decision.

Commissioner Griffin commented that Washington County needs to be on the same page as surrounding counties.



Commissioner Bush suggested that it should be view-only access. Do not spare expenses.

- Broadband Update – County Administrator Massey provided an update. A customer was informed that his location was not connectable due to an extreme canopy situation over his house. The options are a 50-foot mast, which the company will cover at no expense to the individual if that is the only option.

Wildstar would not prefer to use a mast. The company will put a pole on the property that has an extreme canopy blocking the signal.

Commissioner Bush asked if it is a requirement that everyone must be connectable.

County Attorney Fuqua responded there is no statutory requirement.

Chairman Hawkins addressed the board. Wildstar committed to them that the customer is charged a \$100.00 connection fee. The full connection fee is \$500.00. Wildstar has out-of-the-ordinary situations included in their contract.

County Administrator Massey informed the board the county was divided into sections. Areas with the most population and potential for population growth were areas that were targeted. 79 Corridor and Sunny Hills area was the first deliverable.

Covid caused equipment delivery challenges, however, that has loosened up. Having enough staff to meet the demand is an issue.

Wausau's tower with fiber is working. Mud Hill, Daniels Lake, Crown Castle Tower in Sunny Hills, and Quail Hollow are up. There is connectivity at the American Tower at Crystal Lake. There are two towers in Chipley, a private tower, a tower in Caryville, and a tower south of Bonifay off Douglas Ferry. The tower at Hunter Park in Vernon is up. The first threshold of the grant has been met.

The goal now is to get people on the service. During Covid, they worked in other areas before fulfilling the Sunny Hills project. Once Sunny Hills is running as it should the rest will move faster because the work has been done.

Chairman Hawkins informed the board Wildstar will be on the agenda similar to the parks update to provide updates.

Commissioner Pettis suggested that monthly updates in front of the board would support accountability.

Commissioner Bush suggested the updates be on the regular meeting agenda versus the workshop meetings. Is there something that is known about them not being accountable?

Commissioner Pettis suggested they may be dropping the ball on a few things.

Is the supply chain the issue or is it with Wildstar? Addressing County Administrator Massey, he questioned if he has had to have a stern conversation with Wildstar. If those conversations are being held, maybe they are not moving along.

County Administrator Massey commented that he had to be firm with them some but there were supply chain issues. The labor situation did not help things. Things should start moving more expeditiously. Identifying colocations is still being done.

Chairman Hawkins commented that before colocations can be solidified board approval by two boards is required before entering an MOU.

Commissioner Corbin questioned if any deadlines had been missed that resulted in extra money being paid.

County Administrator Massey responded no. The first deliverable was \$500,000.00, which is the only payment that has been made. Once the first deliverable is complete and operating in

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the Sunny Hills area, a reimbursement can be submitted to the state. The board accepted a \$1,500,000.00 Rural Infrastructure Grant to begin the process along with a \$1,500,000.00 match. The next deliverable is \$300,000.00, and the one following that is \$750,000.00. Regular calls are made with Pam Portwood, Bureau Chief at (DEO) Department of Economic Opportunity and the county is in good standing with them and the State Office of Broadband. Referrals are being sent to Washington County since the county is advanced so far ahead of other counties the size of Washington County in the state.

Karen Shaw, Grants advised the first reimbursement request will be submitted this week.

- Landfill – County Administrator Massey updated the board. Four projects have been submitted to the county’s representative and senator. Greenhead Road was added for appropriations. It will not be submitted for SCRAP or SCOP.

Chairman Hawkins questioned if the project was shovel ready.

Karen Shaw, Grants responded the cost estimates have to be updated and submitted.

Clayton Road - County Administrator Massey updated the board. Per the engineers, the section falls within what the Department of Transportation is looking for. Phase 1 is from Vernon Highway toward Highway 77. Section 2 is Highway 77 to Orange Hill.

SCOP – Twin Pond is shovel-ready.

Chairman Hawkins commented that it is a short road with substantial environmental concerns for the ponds. It was confirmed with Johnny Evans that a drainage flume was put into a pond at Twin Ponds due to sediment going into the pond.

Chairman Hawkins requested the board’s thoughts on submitting the second half of Greenhead for a SCOP project.

Commissioner Bush responded that he would not risk the loss of SCOP funding over a legislative appropriation. It would be best to go after a project that the board feels certain will be selected. Otherwise, a program year of funds will be passed.

County Administrator Massey requested direction on which road projects to submit. None were awarded last year. The applications are complete. B-SCOP can be applied for, which would be used toward a bridge. Strickland Road was for CIG-P.

Chairman Hawkins mentioned King Road Bridge, which is on a straight corridor. The speed will increase on the road if it is paved.

Commissioner Bush offered a motion, seconded by Commissioner Corbin to submit the following roads.

- CIG-P - Strickland Road - 50/50
- SCRAP - Clayton
- SCOP - Twin Pond
- B-SCOP - King Road Bridge and Hard Labor Creek

Commissioner Bush advised that the submissions for B-SCOP should be prioritized by the bridge inspection report.

Benita Crittendon expressed appreciation for the board selecting Greenhead Road for appropriations. SCOP has not chosen Greenhead Road multiple times for different reasons.

Residents sent in letters of support for Greenhead Road. Jay Trumbulls' office issued a letter advising that Greenhead Road was not on the legislative list. When the letters of support were sent in, the state was not aware of the road submission. It was added late.

County Administrator Massey suggested the letters of support should be forwarded to them so they can be included with the application.

Benita Crittendon responded that she requested they copy Commissioner Griffin since he  
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was the one that initiated the process.

Commissioner Griffin confirmed that he had received 90% of them.

Greenhead Road is not a shovel-ready project.

Karen Shaw, Grants commented that there seems to be a discrepancy between shovel-ready and shelf-ready. What is being discussed is the application is shove ready to apply. Greenhead Road is not shovel-ready; however, the application is shelf ready.

Chairman Hawkins corrected his statement. After funding is approved, they will make it shovel-ready. It is shelf ready.

Benita Crittendon responded that it is not shelf-ready if the right-of-way is being addressed.

Karen Shaw, Grants responded that the last she knew regarding the right-of-way for Greenhead was that Cliff Knauer, previous county engineer would design around those that had been obtained.

Benita Crittendon addressed the board. Two large parcels on the south side of Greenhead Road are over one mile of frontage owed by a family trust. The father has signed off on his two parcels that are over one mile from the highway. The front two parcels of property are owned by the two daughters in that family.

As of the last word from Cliff Knauer, those two parcels would complete the south side of Greenhead Road. The five or ten-acre parcels that were not obtained could be designed around.

Per a 2019 email, Cliff Knauer advised that he received a verbal yes from the father and daughters, and the daughters still are not solidified.

Karen Shaw responded that they have sent several letters.

Benita Crittendon requested the right-of-way be follow-up on.

County Administrator Massey advised that the county engineers are pursuing this.

The motion on the table for the road submissions was carried unanimously.

- Landfill Update – County Administrator Massey updated the board. The last item for Chipley Landfill is to cap the existing wells there. After that is complete no additional money will need to be spent there. The cost for that should not be that expensive. The Mudhill Landfill is being actively monitored. Once it is closed, it must be monitored for 30 years due to liability. The monitoring wells and pumps there have failed and the result of that is iron leaching out. The wells need to be replaced. Another option is to try to purchase 100 acres of neighboring land that the iron is leaching on. This option would save thousands by designing a different monitoring system. DEP is putting pressure on to have the wells fixed, which would cost around \$100,000.00. Board approval is requested to contact the landowner of the 100 acres. The name of the road is Cody Vision.

Chairman Hawkins advised following up at the February workshop on what the results were from reaching out to DEP and the land owner.

Commissioner Bush asked if the Chipley Landfill would be closed after the wells are capped.

County Administrator Massey commented, they would be done.

Commissioner Bush asked if there are enough savings in combining the grilling and capping to warrant waiting. DEP would like them grouted immediately.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously  
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carried to proceed with capping the City of Chipley's wells not to exceed \$50,000.00, bringing back the findings of the property on Cody Vision Road and DEP's response and recommendation to the Mudhill Landfill.

- PAEC Property – County Administrator Massey addressed the board. Three years ago an option was signed with them for 14/16 acres, which needs to be purchased for \$550,000.00. The recommendation is to purchase the property using economic development and land sale funds. The hospital pays \$96,000.00 annually which is earmarked for economic development.

Ted Everett updated the board. Years ago the hospital was purchased from the county for an annual payment of \$96,000.00, which ends in 2044, and was earmarked for economic development. \$816,000.00 is in the land sale funds and \$316,000.00 +/- in the economic development funds.

The property is 11.26 acres, which is \$48,847.00 per acre. The property is located behind Apple Fields. Staff from Southeastern Surveying walked the property and there are not any wetlands and has a very key intersection. The county would benefit from owning the property.

Commissioner Bush confirmed that the decision to designate the funds for economic development was not done at the time of the note, but sometime after.

Ted Everett confirmed that it was decided upon 8-9 years ago.

Commissioner Bush offered a motion, seconded by Commissioner Griffin to proceed with the option of acquiring 11.26 acres for \$550,000.00.

Chairman Hawkins suggested considering an engineer to begin to get the utilities in place.

Workforce housing and water and sewer are a big push this year.

Commissioner Pettis pulled up on the property appraiser's website the location that is being discussed, which shows two separate parcels. It is 11.57 and 2.50, totaling 14.07 acres.

Commissioner Bush amended his motion to include the purchase as approximately 14 acres.

Commissioner Pettis commented 14 +/- acres.

Commissioner Griffin amended his second and the motion carried unanimously.

XIII. CLERK - Clerk Bell addressed the board.

- Signature Card Update for Sheriff's Office – EMS has an account with Capital City, which needs updated signature cards. Minutes documenting approval of the signature card changes and a letter from the WCBOCC are required before the cards can be updated. The changes are the removal of John Braxton who will be replaced by Kenneth Brock, Lt., and the removal of Charles Kent, which will be replaced by John W. Hawkins III., BOCC Chairman, and the removal of Todd Abbott, which will be replaced by David A. Corbin, BOCC Vice-Chairman.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and carried to approve the signature cards update as requested above.

- December Vouchers totaling \$5,697,456.88 – This item is for informational purposes and does not require a motion.

XIV. COUNTY ATTORNEY

- Line of Credit Discussion – Discussed earlier in the meeting.
- House Bill Regarding Advertising on a County Website – Before advertising on a county website it must be determined at a meeting that the county is served by broadband, which cannot be done since the system is still in the works. The bill states that the county shall have it. The county is the only one with the authority. If a citizen requests it by regular mail, it must be sent that way. If multiple citizens request advertisements by mail it could exceed what would



be saved by not advertising in the newspaper.

Commissioner Griffin questioned if the patch on Clayton Road has been bid for pavement.

Kevan Parker responded they will be posted tomorrow. The contractors will be emailed as well.

XV. ADJOURN