

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

March 14, 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

Present – Commissioners Bush, Pettis, Hawkins, Griffin, and Corbin, County Attorney Milton, Deputy Clerk Risha Brantley, Clerk of Court, Lora C. Bell, and County Administrator, Jeff Massey.

II. PUBLIC HEARING

- Request for a Special Exception to Operate an Animal Safari Park on Two Parcels of Property (216.70 acres) Designated as Agriculture/Silviculture on the Future Land Use Map (FLUM) - Dawn McDonald, Senior Planner presented an application request by applicant Cynthia Watkins, via Joseph Alday, Alday Howell, Authorized Representative. The request includes two parcels of property. The larger part of the property is where the Seacrest Wolf Preserve is found on Bonnet Pond Road.

The vision is for an animal safari park drive-thru. This step includes concept plans, and the next step is for a development review with the applicant, which is when parking and access will be discussed. Grazing animals are proposed for the park. There is room for overflow parking.

Public noticing requirements were met. The neighborhood information meeting was held on February 16, and 22 neighbors attended. The neighbors expressed many concerns, which included transportation issues, traffic congestion, effects on county roads, the responsibility of maintenance of county roads, and selecting a location on a state roadway. Other issues included animal care, the escape of animals, and lions/tigers being found there.

Lions and tigers are not included in the park's plan.

Chairman Hawkins questioned if stipulations of what can and cannot be placed in the park are covered during the development review.

Planner McDonald responded, yes. The planning commission along with the county attorney's aid limited the type of animals that could be in the park due to the concerns. The actual operations of the park/transportation issues/issues/number of parking spaces/operating hours could be included in the development order after the development review.

The impact on the wells/water quality was a concern that was expressed. Others were that more

advanced notice should be given regarding the application request, noise, and other developments that could be put on the property in the future.

The number of animals has been scaled back to 89. Many details will be covered in the permit that is issued by the Florida Fish and Wildlife Conservation.

Double fencing will be included on the property to prevent the animals from escaping. Wetlands permits are needed. In the final plan, a different entrance or different parking design may need to be looked at to accommodate visitors.

Staff recommended approval on March 6, and the planning commission recommended approval, however, they prohibited Class I Wildlife, which includes tigers, lions, and larger animals.

If the land use change is approved today, the next step for the applicant would be to submit the engineering plans.

Commissioner Bush questioned what the county's liability is if the animals are not kept up to an acceptable standard.

Lynne Abel, Emergency Management responded that would fall under FWC.

Commissioner Pettis questioned the reality of the 169 daily trips included in the paperwork.

Joseph Howell, Alday Howell Engineering responded. The developer thinks that 169 daily trips would exceed expectations, which will be based on market demand. The number of trips was based on the Institute of Traffic Engineering. Trips to a public park were used for trip calculations. The hours of operation will be during daylight hours, 7 days per week, excluding holidays.

Commissioner Hawkins questioned the impacts of the daily trips on the 20-year life expectancy of the road.

Joseph Howell, Alday Howell commented Bonnet Pond and Moss Hill Road are currently under capacity for daily trips. Currently, Moss Hill Road's daily trips are around 4,100 and Bonnet Pond Road is 400 +/- daily trips. The information supplied has been pulled from the DOT 2021 Count Stations.

Commissioner Hawkins said that parking has been an issue in prior years with the Wolf Preserve event. Visitors attending the Wolf Preserve would park along the roadways causing distress for those having to deal with it. There needs to be an adequate amount of onsite parking that would be accessible 24 hours for this to be considered.

Joseph Howell, Alday Howell responded that visitors coming early and being locked out was an issue that was brought to the developer's attention when he was looking at the property. He intends to move the grand entrance further back from the road and allow for parking for those

arriving early.

Commissioner Hawkins made it known that if this item is approved today, it is only for a special exception. There are more steps before this comes to fruition.

Joseph Howell, Alday Howell responded that the developer realizes that.

- John Gay, Planning and Zoning Commission Chairman informed the board they approved the case based on the exclusion of Class I Animals. The developer and Alday Howell were advised not to come back with a development order unless there is an entrance and an exit or two entrances and one exit. The way that it is now will not work. The applicants agreed to that. Adding the second exit, where the parking lot is shown, will solve many issues of danger and traffic.

Commissioner Bush questioned runoff that looks to go on adjoining property. Is there a stipulation for the land to be kept vegetative? If there is sedimentation coming from that property and onto another, there needs to be something in place that would require them to go in there and contain that or to vegetate the site. The adjoining property owner should not be put in that situation if it could be covered upfront.

Planner McDonald addressed the board. The stormwater must be kept onsite. That along with vegetation would be included in the development review. They would have to have a specific amount of distance with a vegetative buffer. Due to the animal enclosures, onsite wetlands, and design the vegetation on site is going to be kept as much as possible.

The planning department wants it at the perimeter as well. There are some mechanisms in place to prevent water or sedimentation runoff.

Chairman Hawkins commented that stormwater will be one of the board's largest concerns.

Joseph Alday, Alday Howell responded. The stormwater requirements, traffic requirements, and development regulations such as setbacks, state agency requirements, and wetland impacts/permits will be covered in the development order process. Wetland impacts must have a permit from FDEP and Washington County.

Agenda Item 2. The board recognized each teammate of the Chipley High School Basketball Team for their accomplishment in earning a spot to play in Lakeland this year and representing very well.

- Request for Approval to Adopt Culpepper Landing Ordinance – Attorney Milton read the ordinance by title. AN ORDINANCE OF WASHINGTON COUNTY, FLORIDA PROVIDED FOR AMENDMENTS TO WASHINGTON COUNTY CODE CHAPTER 42, PARKS AND RECREATION, ARTICLE III, PARK, AND RECREATIONAL AREAS, SECTION 42 – 54, PROHIBITION OF PUBLIC BOAT RAMPS AND RECREATIONAL AREAS; PROVIDING FOR SEVERABILITY PROVIDING FOR REPEAL; PROVIDING FOR INCLUSION IN

CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

There were no public comments.

III. ADOPT THE AGENDA

Addition – Sell County Property – County Administrator Massey

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

IV. ADOPT PREVIOUS MINUTES

- Board Meeting for February 16, 2023
- Emergency Board Meeting for February 23, 2023

Commissioner Griffin offered a motion, seconded by Commissioner Bush, and unanimously carried to adopt the minutes listed above.

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 supply 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. – Attorney Milton read.

- Pastor Larry Brown addressed the board about failing culverts in the county. Joe Neil Road has a culvert that needs to be lowered, which is causing water to be pushed back, which is preventing him from being able to cut hay.

Chairman Hawkins recommended that Pastor Brown provide the information to Johnny Evans, Public Works Department who can help work the issues out.

Commissioner Griffin recommended that Jane Dellwo note that this item needs to be followed up on.

Pastor Brown expressed concern about another culvert that has caused Ms. Townsend’s house to flood, which is found on Brickyard Road. The water was not able to go through the flume, which caused it to go over. More culverts in the county need to be addressed.

VI. AGENDA ITEMS

1. Request for a Special Exception to Operate an Animal Safari Park on Two Parcels of Property (216.70 acres) Designated as Agriculture/Silviculture on the Future Land Use Map - Dawn

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McDonald, Senior Planner – Commissioner Corbin offered a motion, seconded by Commissioner Pettis, and unanimously carried to approve the special exception for the Animal Safari Park.

2. Recognition of the Chipley High School Varsity Basketball Team – This item was addressed earlier in the meeting.

Chairman Hawkins recessed the meeting to allow Simon Sheffield to prepare for his presentation. Recess 9:33 – 9:46

3. Improvements to St. Joseph's Park - Simon Sheffield, Citizen

Leonard Blunt presented concerns about St. Joseph's Park as the DVD presentation of the condition of the park was shown. It is requested of the board to move the repairs to the park up as a priority. The community will commit time to the park repairs. Items of concern include the following.

- Erosion
- Gazebo
- Drop-offs of the road around the park. This could be a liability issue if someone fell.
- The basketball court holds water.
- Volleyball Court
- The restrooms need a lot of attention, which includes a leaking roof, plumbing, drainage, and cleaning.
- The playground needs to be updated due to safety concerns with aged equipment.
- Paint
- Barbeque Pit
- Fence

Eulis Sheffield addressed the board and confirmed that the presentation speaks for itself and understands that things take time.

Simon Sheffield informed the board they would like to have activities at the park.

Commissioner Hawkins informed Simon Sheffield that George Swauger is working on the parks in the county.

County Administrator Massey updated the board. He and George Swauger assessed the park, and they have drawings to fix that and fill in the bad area. The fence laying down is due to 4-wheelers. The electric company will not discuss the light issues because a private contractor installed them. Therefore, a private contractor will have to repair the light. Many things need to be done and George has a list of the items. In agreeance with Mr. Sheffield, the road needs to be addressed.

4. Florida Forestry Pine Log State Forest Check Presentation - Michael Klassen, Forestry Operations Administrator – Not in attendance.

5. Sheriff's Operating System – Sheriff Crews informed the board the system at the sheriff's office and jail was recently shut down due to a cyber-attack/ransomware, and payment would be required to obtain the information back. Information Technology was used as well as an outside company that specializes in the attacks. The system was back running in about 2-weeks. The attack affected the ability to process invoices and payroll. From a public safety standpoint, the road deputies were not able to run tags/driver's licenses or check to see if someone is a fugitive.

Zac Dunlap, Inspired Technologies advised that from a security standpoint, the office is 8 – 10 years behind. WCSO rates at 30, however, the 70 range is good. No computer is 100% safe.

Chairman Hawkins informed the board the contract would be between the WCSO and a technology company that he chooses.

There is an upfront one-time cost of \$84,518.59 for hardware. The subscriptions and monthly service will total \$140,719.00. These numbers depend on what funds can be used from 911 revenue.

Chairman Hawkins requested Deputy Clerk Brantley help with finding funds that can cover the reoccurring cost.

Commissioner Corbin asked for confirmation that the data was encrypted and not leaked.

Chairman Hawkins confirmed that this question would be better suited to be answered by Zac Dunlap who could meet with Commissioner Corbin.

Sheriff Crews informed the board around 500 employees' data has been compromised covering a period from 1970/1980 through current.

The directions were that all data would be released if the funds were not paid by March 20.

Commissioner Bush addressed Chairman Hawkins. The cost that he figures based on the information supplied is a one-time cost of \$84,518.00 and a reoccurring annual cost of \$158,201.00.

6. Request for Approval of Florida Detroit Diesel Maintenance Contracts for Generators - Randy Truette, Communications Committee Chair informed the board the renewal increases range from 3.5% - 4%. The committee recommended approval of the maintenance contracts, which include those paid by the communications fund and the general fund.

Commissioner Griffin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve the contract renewals with Florida Detroit Diesel.

Chairman Hawkins requested a report from Randy Truette that included offset versus the actual expenditures. The report will be used for discussion in Tallahassee.

7. Request for Approval of Holmes Creek Proposal - Tray Hawkins, Chairman addressed the Summary of Minutes Prepared by Risha Brantley

board. The original quote from Gator Docks was \$15,290.00 in addition to \$2,000.00 in freight charges. To increase from a 10 x 10 to a 10 x 20 the adjustment is \$4,885.00.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the proposal given by Gator Docks for \$4,885.00 for a 10 x 20, assuming that the freight charge would remain the same.

8. Request for Approval to Adopt Culpepper Landing Ordinance – Attorney Milton read the title of the ordinance. Section 1 – 20 is currently in the code. Section 21 is what is being added to the code.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and carried 4 to 1 to approve the ordinance listed as item 8. Commissioner Pettis voted no. – Note – The ordinance number is 2023 – 5.

- VII. BROADBAND UPDATE - Keith Pegues supplied an update. Ebro has approved for them to build in the dirt pit. Ebro and Highway 20 will complete Phase I, which was held up with the dirt pit and lease from Bay County to use their Highway 20 Tower, which took 6 months. Phase II is 30% complete and should not take long to finish. Whitehead Tower is next on the list. Dupree Road/Contini property is pending paperwork before a start date is solidified. Orange Hill is in Phase III, which is currently being held off on.

100 people signed up for the service last week. People are being hooked up daily.

Phase I runs about to Vernon and down to Bay County. 5 private citizens have committed to being a tower host site.

County Administrator Massey requested information to aid with marketing the service.

- VIII. FEMA COORDINATOR – Kevan Parker updated the board.
 - FEMA Projects Update
 - Safe Rooms – The design is being completed for the safe rooms at the sheriff's office, EOC, and EMS. FEMA requires the architectural design to be reviewed by a third party.
 - Tiger Dam – Discussion has been held about installing these around some of the homes that flooded that have since been bought, but not yet demoed. Last Thursday, a decision was made to hold off on this based on the water levels dropping. A change order is being included to lay mats, which is a more economical choice than Tiger Dams.
 - EMS Trailer Amendment – The amendment for the trailer destroyed in Greenhead has been approved to remodel. This should be in the final stages.
 - County Audit – The auditors have begun work on the current audit and are preparing for this year.

Chairman Hawkins told the board that the auditors would like to meet with each member of the board individually.

- Hurricane Sally – Holmes County aided with some of the roads and has issued an
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invoice for \$27,707.61. To close out Category B, this invoice needs to be paid.

Chairman Hawkins clarified that the reason Holmes County worked on Davidson Road was that their bridge was out on Thomas Drive preventing them from egressing and ingress. The jail, work camp, or Arnold Lumber could not be accessed.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to reimburse Holmes County for their expenses during Hurricane Sally.

- COVID Buyout – The second round of buyout is upcoming, which is around \$3.1 million. The process is in the final review. Bids have already been issued for demolition, appraisal, close-out, asbestos, and surveying. The bids will be received on March 30.
- Records Digitization – Clerk Bell is contributing \$100,000.00 and requested \$140,000.00 from the Rescue Act Funds.

Clerk Bell addressed the board. The records digitization is a qualifying expense for the funds. Other counties have used the funds for their process. This process would result in all the historical records being online. The quote was requested several months ago.

The funds have already been received.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve \$140,000.00 to be used from the Rescue Act Fund for records digitization as requested by Clerk Bell.

- Resilience Florida Grant – One is for debris removal and the other is for the third round of buyout.
- DEM Meeting Plan on 3/15/23 at 3:30 – The discussion will include Hurricane Sally Road cost, management cost, time extension, Williams Road Bridge, and the Worley Road Culvert Project. Documentation prepared by Melvin Engineering has been sent to DEM to show that if things revert to pre-disaster conditions, the first 5-year event will wash it out. Three 10' box culverts are still in the plans for Williams Road Bridge. The bid has already been approved for Williams Road. The project is held up due to a hang-up in environmental historical areas, even though the areas have already been issued a permit through DEP. The contract is 6-8 months old and the authorization to negotiate those rates needs to be in place.

Approval has been requested to install a temporary culvert crossing even though it will wash out. Until the permit from DEP is received, the temporary culvert will create a convenient way for the farmer to access his land. A bid is in place for \$600,000.00 +/- that they would not accept, however, efforts are ongoing for the request of acceptance.

Chairman Hawkins said that a meeting is also scheduled tomorrow with DEO.

- Funding - \$58.4 million has been approved.
- Clayton Road Patches – Proceeding is pending on the bonding being received.

IX. MSBU ADVISOR COMMITTEE CHAIRMAN – None

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

- Budget Amendment – Board approval is requested to transfer the funds received from the Mason Auction to specified line items in the public works budget, which have been provided to finance.

Commissioner Griffin offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the budget amendment.

XI. PARKS UPDATE – George Swauger addressed the board.

- Park Security – All the equipment for the cameras has been received and the cameras are currently being tested at Blue Lake and Campbell’s Park. The one at Campbell’s Park positioning is working, however, the positioning of the one at Blue Lake will have to be adjusted. Installing the cameras on metal poles is a possibility that is being looked at.
- Blue Lake – A bid has been received for \$8,500.00 for the removal and grinding of stumps of 24 trees at Blue Lake.

Chairman Hawkins commented the bid is within County Administrator Massey’s spending limit.

George Swauger continued the update.

The restrooms are almost complete.

- Hicks Lake – Currently working on a variance from Washington County Planning and Development for the setback for the pole barn.
- Gap Pond – Services provided by Gator Docks will be looked at for Gap Pond. Approval to seek engineering plans for a floating dock is needed.
- FEMA Funding – St. Joseph is the largest. Combined the total is estimated at \$55,000.00.

The wall runs north and south when you enter the park. Most of the walls look like they are in a collapsing position. It is suggested to run the ground down naturally. (Making a swell) This has been sent to Melvin Engineering for added review.

- Park Suggestions – Suggestions for the parks should be sent to the wcparks email.

Once the updates have been made at the parks, maintenance is a concern. A couple of new employees have been hired, which reestablishes one supervisor per district. During the budget process, a couple of positions may be requested to add to help with the parks and community centers.

Chairman Hawkins commented they do not want to update the parks only to have them fail again.

- St. Joseph Park – Since the video of St. Joseph Park that was shown earlier in the meeting the upper restroom by the dugout has been freshly painted on the outside and bleached. They lacked toilet paper holders; however, toilet paper was left there only to find four days later that someone had placed an entire roll of tissue in the toilet. The lower bathroom near the park has a mold issue due to an old ongoing roof leak. The inside had been vandalized. The parking lot is being addressed with the aid of Melvin Engineering.

Commissioner Griffin suggested building a ramp and using the floating dock the entire way.

George Swauger responded that was his thought, however, not the full length that is there now.

Chairman Hawkins commented that he would like to ensure the dock would never be on the ground. A stationary dock built to a specific point, no matter what the level of the lake is the floating dock would never be on the ground. Aluminum should be used.

Commissioner Bush advised that there is an aluminum gangway that goes up and down with the floating part.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to authorize approval for County Administrator Massey to work with one of the engineering firms for the design of a floating dock at Gap Pond.

- Pate Pond Parking Issue – It is understood that there is a landowner near Pate Pond that charges for parking.

Commissioner Bush requested contact be made with the landowner to advise him that options are being looked into regarding the parking situation. Parking and littering on private property have been an issue.

George Swauger informed the board there is a lot found behind the house, which could resolve the parking issue.

Commissioner Bush suggested this is what surplus property funds should be used for.

The direction is for County Administrator Massey to reach out to the property owner and
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come back before the board with the findings.

Commissioner Bush requested an update on installing timed locks on the restrooms at the recreational areas.

George Swauger responded that it is costly and power issues are a concern. For instance, if someone enters the bathroom right before it is timed to close, they may be locked in.

XII. ENGINEERING PROJECTS UPDATE

- ITB 2022-07 Change Order 1 – Donald Stanley informed the board the request is to change the design to reduce the asphalt thickness to 1.5 inches. It is a \$0.00 change order, and no additional time will be added. This will result in a net decrease in project cost, which will revert to contingency. At the end of the project, if it is not used, it will be a deduction. If the contingency is planned to be used the request will be made before the board, however, none has been named to use at this time.

Commissioner Corbin offered a motion, seconded by Commissioner Bush, and unanimously carried to approve change order 1 for ITB 2022-07.

- American Sand plans to be in the area for paving next week and has offered to do the patching first. Commissioners Hawkins and Griffin confirmed that they would like the patching done first.
- ITB 2021 – 05 – Change Order 4 - Pine Ridge Drive – American Sand has completed everything except the paving, and they would like to do that at the same time they mobilize here.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve change order 4 for ITB 2021 – 05, which would add 30 days.

- ITB 2022 – 06 – Change Order – Approval is requested for a 30-day time extension for American Sand for the project that includes Pipkin, Cooks Mill, and Lou Bella.

Commissioner Bush offered a motion, seconded by Commissioner Griffin to approve the 30-day extension for ITB 2022 – 06.

Commissioner Pettis questioned the reason for the time extensions that have been done in the past few meetings.

Donald Stanley responded that many of the requests are due to weather days. In this instance, the request is to ensure that the contract time does not run out in between meetings.

Commissioner Hawkins responded that the change order for ITB 2021 – 05 was due to FEMA approval and design changes.

Donald Stanley continued, there were many changes back and forth, and there were revised plans on the design due to the water rising.

Commissioner Pettis commented that he understands that issues come up, however, he does not want it to be a habit to extend contracts for no reason.

Donald Stanley commented that there are always straggler items and punch list items that will have to be addressed. The contractors do not need to work without an active contract. If it is not extended there are liquidated damages in the contract, \$500.00 daily.

County Attorney Milton told the board the implemented liquidated damages have good and bad consequences. Enforcing them will affect the number of contractors that bid on projects. A contractor not beginning on time is a situation where a different approach may need to be taken.

Commissioner Pettis responded that is more of his concern. Not so much weather days and last minutes changes.

Donald Stanley commented with the number of projects ongoing, time will be an issue.

Chairman Hawkins confirmed with Kevan Parker that they will begin a schedule for every other month.

Kevan Parker responded the next group will come out in May.

- Continuing Services Contract – Jason Crenshaw, HMB Professional Engineers, Inc. recommended to the board to issue a bid per district for the continuing services contract that they expressed interest in. It is beneficial for the contractors to be aware of where they need to mobilize, multiple contracts can be awarded, and better pricing overall. It is also recommended to include grading and shaping, clipping out of the existing base, including a line item for mobilization and MOT, which will supply better pricing on asphalt.

The bid can be issued on a per-ton basis. Chairman Hawkins agreed with this.

Chairman Hawkins questioned if their MOT fluctuates with the rolling rate.

Jason Crenshaw responded, yes. Their recommendation is a \$10,000.00 - \$15,000.00 task order or 15% of the task order work amount. If it is a larger task order work amount, they will get the larger of two values.

The board confirmed that they would like to review the bid at the April workshop.

Jon Sims, Dewberry provided the board with a project update. The legislative appropriation-funded project, Davidson Road paving is awaiting comments from DOT. The agreement for Crystal Lake has been sent and is awaiting signature on the board's side.

Chairman Hawkins confirmed with the board that they were aware that the appropriations for Crystal Lake are final.

Jon Sims advised this was approved at the last meeting.

The survey for Douglas Ferry is 95% complete.

Chairman Hawkins recommended Moss Hill Road be considered for the next SCRAP project submission.

A recess was called at this point in the meeting.

XIII. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- Live Streaming Recommendation – Recommendations were looked for from multiple counties, and demonstrations and quotes were received from Diligent and Civic Plus. Both offer live streaming that includes agenda management. Both have a streaming link on the county website, instead of YouTube. Both offer staff training, view-only streaming, and close captioning to meet ADA requirements. Both would take about 12-16 weeks to launch, have 12-month contracts, have the ability for multiple board usage and the ability to bookmark recordings for agenda items.

The cost for Civic Plus for the first year is \$17,183.00, for the second year the cost is \$12,907.00, and there is an added one-time cost of \$5,000.00+/- . The encoder, microphones, and camera must be bought with Civic Plus.

Walton County uses Diligent. The annual cost is significantly lower, and it includes the cost of the encoder. There is an added one-time fee of \$4,000.00 to buy the microphones and the cameras.

Staff recommends Diligent and feels that it is more user-friendly.

Chairman Hawkins asked if there would be an issue if a meeting was not able to be live-streamed due to technical difficulties.

County Attorney Milton advised there is no requirement to live-stream the meetings.

Deputy Clerk Brantley said that the software allows different users to do different things with it. It will also generate a text form of the minutes; however, they would have to be proofread but it would be a help.

Wendy White informed the board that it comes with 400 minutes and 100 hours annually for storage. The company keeps the information. Different boards can use it; however, meetings would have to be held in the board meeting room to use the service. There is language at the bottom of each published agenda that live viewing is a choice. There is legal language to be put on the agenda and any type of advertisement.

Commissioner Griffin offered a motion, seconded by Commissioner Pettis, and unanimously carried to go ahead with Diligent.

Commissioner Corbin asked what will occur with the information that is stored offsite if the board selects another provider at the end of the contract.

Wendy White responded that the information would be kept indefinitely. It is a safer choice than putting it on YouTube because the content there is not yours.

Attorney Milton informed the board many of the vendors are accustomed to dealing with public entities and are familiar with public records requirements, storage, and requirements to release that information.

Attorney Milton advised that they will review the contract to ensure that language is included.

The motion carried unanimously.

- Policy Update to Employee Handbook – In section 5.10 of the employee’s handbook the following language was adjusted.
 - Any leave in excess of 80 hours **may** be forfeited.
Wendy White said it was a recommendation of Meg Zabijaka, Constangy, Brooks, Smith & Prophete, LLP. In the past, when an employee has reached that amount it has been brought before the board for a leave payout. Overtime and compensatory time require approval from a supervisor or County Administrator Massey.
 - Updated language - **or for a matter of public safety as determined solely by the County, they will be compensated with overtime compensation at time and one-half their regular rate of pay for all hours worked in excess of 40 hours in a workweek, rather than provided compensatory time.**

Wendy White informed the board section 5.13 is for disasters and reasons of life, health, or safety. For example, compensatory time would be given to someone arriving home late from a conference.

- The following language was added to the employee handbook in section 5.13: **A non-exempt employee that is called back to work beyond the employee’s scheduled hours of work for that day, but who works less than two (2) hours after being called back to work, will be compensated a minimum of two (2) hours of pay.**

Chairman Hawkins confirmed this would address night meetings.

Wendy White, Human Resources informed the board this language was already in the handbook. The wording was adjusted so that it would be straightforward.

Commissioner Bush offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the employee handbook updates presented by County

Administrator Massey.

- Suspend County Sale of Property - County Administrator Massey requested the board temporarily suspend the sale of county-owned properties until further notice. Properties have been lowered, a new employee is in the position, and they are currently working with a company that specializes in putting Washington County residents into affordable/attainable homes in the county. The governor has an initiative called Hometown Heroes. Senate bill 102 expanded that beyond first responders, to all workers.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to suspend the sale of the county-owned properties until further notice as requested by County Administrator Massey.

XIV. CLERK – Clerk Bell

- February Vouchers Totaling \$8,005,359.54

XV. COUNTY ATTORNEY- Attorney Milton addressed the board.

- Line of Credit Resolution – The resolution is for the line of credit, which requires approval to continue with the loan. Bond Counsel was swapped during the process, however, that does not change anything.

The title was read by Attorney Milton. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, FLORIDA AUTHORIZING THE ISSUANCE BY THE COUNTY OF NOT EXCEEDING \$6,000,000 IN PRINCIPAL AMOUNT OF ITS 2023 REVOLVING CREDIT BOND, TO FINANCE CERTAIN CAPITAL PROJECTS IN AND FOR THE COUNTY; AUTHORIZING THE AWARD OF THE SALE OF THE BOND UPON COMPLIANCE WITH CERTAIN PARAMETERS; AUTHORIZING THE EXECUTION AND DELIVERY OF THE FORM OF ATTACHED REVOLVING CREDIT AGREEMENT BETWEEN THE COUNTY AND THE PURCHASER OF THE BOND; COVENANTING TO BUDGET AND APPROPRIATE LEGALLY AVAILABLE NON-AD VALOREM REVENUES TO PAY THE BOND; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Commissioner Corbin offered a motion, seconded by Commissioner Griffin, and unanimously carried to approve the line of credit resolution.

- Site Use Agreement – The agreement is between the county and West Florida Electric for use of the Mud Hill Tower. Approval is requested contingent upon West Florida Electric supplying more items to include in the agreement. Once this is done, the other tower will be torn down and removed.

Commissioner Bush offered a motion, seconded by Commissioner Corbin, and unanimously carried to approve the site agreement pending more information being received from West Florida Electric.

- Interlocal Agreements with the Municipal Fire Departments – There is no interlocal agreement, only a policy of how funds are distributed. A draft agreement to cooperate together has been sent to the administration to be distributed to the board for review.

XVI. ADJOURN