

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

August 10, 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. Also in attendance were Fuqua and Milton, PA, County Attorney, Clerk Bell, and Deputy Clerk Brantley.

II. ADOPT THE AGENDA

Additions – Resolution – State Attorney – In support of keeping the 14th Judicial Circuit Local – Agenda Item 10

Discussion about the future of the fire departments and the SAFER Grant and what equipment may be needed to make that complete. – Agenda Item 11

III. AGENDA ITEMS

1. Discussion Regarding Crystal Lake Improvements Projects - Steve Whittington, a Citizen addressed the board about their concerns about the direct discharge of storm water into Crystal Lake. The project began a few years ago due to the concern of silts and clay running down the southern boat ramp into Crystal Lake. The bottom of the boat ramp would wash out when this occurred. The application for funding sent to the Florida legislature by Washington County states that funding of the county will end the large flumes and sediment from washing into Crystal Lake. The phrase, no discharge of sediment into Crystal Lake, is said five times in the application. The application also says that no right-of-way activities are to be completed for construction to occur. This statement is inaccurate. The current design implementing the proposed exfiltration system will require five construction easements. The individual property owners that will need to convey construction easements to the county are Maddox, Sloan, Sasser, Mathis, and Stallings. The required periodic maintenance of the exfiltration system will require added right-of-way that they do not own. These easements and right-of-way requirements have not been addressed and the project cannot be constructed or kept without acquisition of these entrances. The proposed project calls for one 24-inch pipe to be placed at the eastern boat ramp as well as one at the southern boat ramp. The pipe will be buried approximately 25 feet above the existing shoreline, with the last 25 feet to the shoreline being formed of rip rap over filter fabric to the water's edge. The issue with this discharge design is that there has been no account made for the velocity of discharge from the 24-inch pipe at the bottom of the hill and the erosion that will occur as the water levels rise and fall at Crystal Lake. Using current lake levels and 2012 aerial photos, the actual shoreline difference was measured at each boat ramp. In 2012, the eastern boat ramp shoreline was 200-foot below where it is currently. The southern boat ramp is 160 feet below where it is today. A 24-inch pipe discharging across these distances will surely cause a large amount of erosion dumping sand, silt, and clay and roadway runoff directly into Crystal Lake. The resulting erosion from this

amount of runoff will make both boat ramps useless.

The current design requires a 24-inch discharge pipe to be installed at each boat ramp. Most of the runoff water from the new roadway and surrounding basin will be piped through an exfiltration system that will discharge into Crystal Lake at the eastern boat ramp. The exfiltration pipe will begin at a point 800 feet west of the entrance of Crystal Lake and continue easterly 1800 feet until it reaches the eastern boat ramp. The water will be directed down the eastern boat ramp for direct discharge into Crystal Lake. The balance of the runoff will flow through an open ditch at that same point, 800-foot beginning at the same point. 800-foot west of the “y” at Crystal Lake Drive and will flow westerly to near the top of the second boat ramp and then be discharged by another 24-inch pipe directly into Crystal Lake. This discharge into Crystal Lake is very concerning.

The following is from the DEP Environmental Resource Permit Applicant’s Handbook – The operational life of a filtration trench is short, 5 - 10 years for most systems. Sediment accumulation and clogging by fines can reduce the life of an exfiltration trench. Total replacement of the trench may be the only possible means of restoring treatment ability and recovery of the system. Periodic replacement of the trench should be considered routine operational maintenance.

The cost of the first system would cost the county around \$200,000.00 to install as part of the construction. How much more will it cost the county when the system must be dug up and replaced in 5 – 10 years? The county would be facing a \$200,00.00 expense for each maintenance cycle. Installing a retention pond would prevent a direct discharge into Crystal Lake and require little to no maintenance.

Engineer Cliff Knauer has said that he would design a stormwater system that does not discharge into Crystal Lake if that is the board’s direction.

The request before the board is to direct the engineer to design a system that does not have a discharge pipe into Crystal Lake. The proposal will protect the water quality and save the county maintenance cost as mentioned above.

Engineer Cliff Knauer addressed the board. The county applied for legislative funding to stabilize the roadway and to improve the stormwater facilities so that some level of treatment would be provided before a discharge into Crystal Lake. There are places during a storm that allow overflow with untreated water into the lake, which has been going on for at least 20 – 30 years.

The application to the legislature for this project suggested that the county would supply treatment for the runoff, pave the road, and make all possible improvements within the 50-foot county right-of-way that the county has on the plat. The right-of-way does not stay in the roadway for the west end toward Amethyst Drive.

In the past, alignment scenarios were provided to the board with direction given to do all the possible treatments within the 50-foot right-of-way. All the treatment that can be provided within that 50-foot right-of-way has been maxed out. The suggestion that untreated water is

being discharged down the boat ramps into the lake is not correct. It is all being treated before any kind of discharge.

Around the south side of the lake, there are two 40-acre basins. There are over 80 acres of runoff coming to the county road. It is coming from the south to the north or from the east to the west to the county road. Historically the road has been pitched away from the lake. Some ditches are 3 - 4-foot-deep right off the edge of the road, which has been that way for 10 – 15 years. The 4-foot drop-off is the result of the country trying to provide as much treatment as possible in the platted right-of-way.

A plan has been made that will remove those troughs and install the largest swells that can fit along with the roadway, which will have inlets. After the swells fill up during a large storm event, they will discharge into the boxes that go to the exfiltration for added treatment on the west end. On the west end, there is treatment in the swells, and when the swells fill up a foot that discharges into the boxes, which are connected to another treatment system below the swell.

Specific conditions are needed for exfiltration systems, which are a deep groundwater table and a high permeability rate, which is there. Testing was done on both ends of the project which showed 15 inches per hour on the east end of the project and 7.5 – 8 inches on the west end of the project.

The exfiltration can be removed.

If there is not a direct dump into the exfiltration system, you would have to vacuum it out when it fills up with sand, which would be done by removing the top from the Type-C. How many types that would have to be done is unknown at this time. Vacuuming it out is a low-cost maintenance item.

If the exfiltration system needed to be replaced, it would take years.

The question before the board today. The county engineers have supplied the maximum amount of treatment. Anything above that during larger storms will discharge into the lake. If the board gave directions to remove the discharge pipes from the overflow areas, it would still be overflowing to the lake. It is a matter of whether it goes down private property and blows it out or the board puts in place a control. That is the decision the board will have to make.

Chairman Hawkins expressed concern about the fluctuations of the lakes, the exit, and what all the water going to one spot would cause if it did become an erosion problem. Washington County is at an all-time water high. This factor needs to be considered.

Cliff Knauer responded. What is shown in the plans now is the pipe going down with a bunch of ripraps around it to dissipate the flow, next to the end of the boat ramp. The water would dissipate the flow and have sheet flow from wherever the lake is from there. The riprap would help with erosion.

Another choice is to put a bubble-up structure/Type-C inlet. It could be put in the boat ramp,
Summary of Minutes Prepared by Risha Brantley

down towards the water so that the water would have to boil out of the inlet and flow down the ramp. There could be maintenance with this choice as well.

Chairman Hawkins expressed concern about issues occurring with that. There is no perfect situation. The board understands there is a problem but must make sure whatever is done will not cause a larger problem. The choice made should cause the least hardship to the environment and the lake while making sure the road is protected and egress and ingress to the community is available.

Cliff Knauer supplied the board with another choice, which is raising the road in the low areas, more of the water may be able to be contained on the south side to make the swell bigger/make it stage up more/to supply more treatment. The problem is the county does not have much room to raise the road because of the 50-foot right-of-way. There would be problems on the north side, tying back into the existing grade and making sure a lot of fill dirt is not being brought in on the private property on the north side.

What size pond would help with the flow?

Mr. Whittington mentioned that there was a half an acre for sale on the south side.

A scenario was put together to include a half-acre pond, 6 feet deep. A model is put together for the entire project. Discharge from the swells to the pond did not make much difference. A pond the size of 3 acres would be needed for no discharge.

The 3.6-acre parcel on Amethyst Drive and Crystal Lake Drive is the perfect location for a stormwater pond to try to end discharge into the lake. It is unknown whether the property is for sale.

Commissioner Griffin responded that he would like to see that. Some kind of plan and price to stop the discharge.

Steve Whittington told the board with the current plans; construction easements are needed from five properties before the project can be built. Some of the easements are as wide as 15 feet.

Chairman Hawkins asked if the properties that are being referred to above are the parcels that are platted/that were built off plat.

Cliff Knauer said that it will not have to be acquired. It is a temporary access during construction.

Steve Whittington disagreed with having to get the rights. It must be obtained for a period during construction. Once the temporary easement is no longer active, the county will not be able to maintain it.

Cliff Knauer said there are no improvements that are not in the county's right-of-way. Added space would be beneficial to a contractor for construction.

Steve Whittington told the board some of the pipes are more than 10 feet deep. Moving out of the right-of-way would be needed to dig that deep.

The request before the board today is not to do a direct discharge into Crystal Lake. There should not be a chance taken on Crystal Lake becoming brown.

Cliff Knauer addressed the board. If there is no discharge and is treated like a closed basin, which it is not. If it is designed that way, the water is going to discharge to the lake. The question is, does it blow out the new road?

Chairman Hawkins asked Steve Whittington to try to find property in Crystal Lake to help redirect the drainage.

Samantha Arroyo, Grants addressed the board. There are two grants from appropriations for Crystal Lake. The first grant for appropriation year 2022 must be used by December 31, 2023, unless an extension is applied for and approved. The second grant must be completed by March 31, 2024. There is no added funding for this project.

Chairman Hawkins asked County Administrator Massey if he would have staff set up a meeting with the Department of Transportation for them to attend to explain the situation to them and supply an update at the meeting next week.

Commissioner Corbin asked if the filtration pipe was removed could those funds be used to buy property?

Samantha Arroyo, Grants said the only issue she foresees is money has been spent on the designs that have already been approved by the Florida Department of Transportation and Water Management. If they are changed, the contractor will still have to be paid. That will take away from the funds.

One letter has been sent out about right-of-way.

A Crystal Lake community meeting is scheduled for August 29 at 6:00 at the WCBOCC for discussion with property owners. There will also be an attempt to obtain rights-of-way.

Chairman Hawkins suggested that the right-of-way(s) may not be needed if they implement the retainage pond choice.

Cliff Knauer told the board the exfiltration system can be set up as an alternate bid item. The treatment that is being performed by the exfiltration system is above what is required by the Water Management District.

There may be some ways to raise the exfiltration system. As the system filled up, it would spill over into the next section to reduce the amount of room needed to construct it. This choice may cause temporary construction easements to be eliminated.

Chairman Hawkins asked how the design would be changed if the retention pond method was selected.

Cliff Knauer said that the collection system is in place. The gravel around the pipe that is making up the exfiltration system will be dropped. The grade of the Type-C boxes would be changed to get it to that location. The only major change would be if the county bought the property the pond would need to be designed and approval would have to be given by the Department of Transportation.

Commissioner Bush suggested that temporary construction easements should be worked on as soon as possible.

2. Discussion of Planning Department Fee Schedule - Dawn McDonald, Senior Planner told the board that they want to continue serving the customers while being fair, and making sure the fees cover the actual cost. All types of reviews that are being done now need to be included in the fee schedule. Per the board's request, the fee schedule has been updated to reflect a separation of the application and advertising fees. The planning commission approved the updated version.

Commission Corbin expressed concern about someone being affected by state and county fees about signs.

Dawn McDonald responded that they require signs to be reviewed in planning and allowed through the building department if it is on private property.

Commissioners Hawkins, and Bush, along with Dawn McDonald agreed that there is not a double fee.

This item will be listed on the consent agenda.

3. Request for Approval of RFP for Printed Guide - Heather Lopez, TDC Director requested permission to place an RFP to obtain a production company to do a 32-page historic-based printed guide, which would cover Washington County. The project has been fully funded through a historical resources grant. The grant is a small matching grant but there is no match needed because Washington County is a Rural Area of Opportunity County. The cost is estimated at \$33,000.00 for the production and print of 25,000 guides.

Chairman Hawkins suggested seeking a grant to produce a one-page tri-fold that includes the county parks, boat ramps, and how to rent the community centers.

Heather Lopez responded that she has a few of them that were produced in 2007.

Commissioner Bush noted that the grant mentions 24,000 copies and the RFP references 25,000 copies.

Heather Lopez responded that she would review this.

This item will be listed on the consent agenda.

4. Ag Center Portico Discussion - Samantha Arroyo, Grants/Special Projects Coordinator recommended the board decline the sole bid for the construction of the Washington County Agricultural Center improvement project due to the bid coming in over budget. Approval is requested to rebid the project.

Nikki West, an ag center employee addressed the board at the request of Julie Dillard, Washington County Director, and 4-H Agent NWD Associate Director requested to downscale the project to fit the bid.

Chairman Hawkins commented that cannot be done, however, the bid can be scaled down if it fits the procurement policy and the grant requirements are met.

Paul Donofro, working in the role of a consultant to Alday-Howell Engineering addressed the board. There are a few things in the design that can be changed to take out \$73,000.00. It is a structure and a roof. Rebidding the project will help with seeing if the project is overbid. This is based on the hopes of more than one bid being received.

Listed on the regular agenda will be the following:

- Reject the current bid.
- Readvertise the bid.

5. Request for Approval of FDOT Agreement - Samantha Arroyo, Grants/Special Projects Coordinator informed the board that Washington County has received a grant for \$124,150.00 to repair the Gum Creek Bridge on King Road. The recommendation is for the budget to approve the funding agreement and resolution. The project will involve the removal and replacement of two beams, reinstallation of existing decking, and repairing the deck planks and lean wall piles. Additionally, the construction will involve the re-shimming of beams.

This item will be listed on the consent agenda.

6. Request for Approval for King Road B-SCOP Task Order - Samantha Arroyo, Grants/Special Projects Coordinator informed the board the task order for King Road is for Dewberry to perform the scope of work for the bridge.

This item will be listed on the consent agenda.

7. Request for Approval of Resilient Florida Grant Application: Fanning Branch Culvert - Samantha Arroyo, Grants/Special Projects Coordinator recommended board approval to pursue a Resilient Florida Grant to fund drainage enhancement at Fanning Branch. The enhancements were identified as crucial in the county-wide flooding assessment which was funded by the Northwest Florida Water Management District.

This item will be listed on the consent agenda.

8. Public Library Construction Grant for Sam Mitchell Public Library - Renae Rountree, Library Summary of Minutes Prepared by Risha Brantley

Director addressed the board. The county acquired the Vernon Library in 2018 which was built in 1992 and has not had any major updates. The intent is to make the library more user-friendly and more accessible to the public.

The \$500,000.00 match will not be needed based on the county's income status. Payments will be sent in 30% increments for the first three payments and 10% for the last.

This item will be listed on the consent agenda.

9. Handbook Update Regarding FRS Eligibility - Wendy White, HR Director requested approval for an update to the employee handbook. In section 3.02/Sub-Section E, there is a language that says temporary employees who work over 30 hours are eligible for the same health benefits as permanent employees. They are also eligible for retirement benefits beginning the month of employment unless they are hired under a declared disaster or emergency. (Beginning at unless to the end of the sentence needs to be removed from the policy because it is more stringent than the Florida Statute, which cannot be.) Whether they are hired for a disaster or temporary work after 6-months of employment they would be eligible for FRS benefits.

This item will be listed on the consent agenda.

10. Support Resolution – Tray Hawkins, Chairman informed the board that Larry Basford made contact about the district realignment based on population. He expressed concern about some of the local judges and state attorneys being redistricted.

The request is to approve a resolution of support, which has also been done by other counties.

This item will be listed on the consent agenda after it is reviewed by Attorney Fuqua.

11. Fire Department Discussion Item – Tray Hawkins, Chairman addressed the board. The board previously committed to the fire chiefs to look for help. Would the board consider putting a line item in the budget to continue funding when the SAFER grant is done in 4 years?

Randy Truette, EMS has mentioned a quick response team or extrication team being needed on the south end of the county. If one of the positions currently covered by the SAFER grant was turned into a 24-hour position now and the equipment was bought, two things would be done at once. The promise is being kept to the fire chiefs and the added support that Randy Truette has expressed the need for.

The suggestion before the board is to move \$250,000.00 to that line item. One of the 8 – 4 shifts can be turned into a 24-hour shift, house them out of the Sunny Hills Fire Department, and go ahead and buy the needed equipment.

Commissioner Griffin said that he would like to meet with Randy Truette and Justin Leach before deciding. Why should the location be Sunny Hills and Greenhead?

Commissioner Hawkins responded that it could be another location. Sunny Hills was mentioned because it is the newest station other than Greenhead and Greenhead is further south.

Commissioner Pettis commented that he would like to do more research before deciding.

Commissioner Hawkins said that he does not want to put the funds in the EMS budget and then pull them back out. That would not be fair.

The scenario that has been presented covers two requests.

This item will be listed on the regular agenda.

- IV. BROADBAND UPDATE – Keith Pegues, Wildstar updated the board. The Ebro tower is up and has power. Service for the water in Chipley is beginning. Bearden is being built, which means Depris will follow. The customer total is 157 in the county. Notification of the availability of the service and prices will be mailed to every household in the county. After Phase 1 – 3 is complete, the harder-to-reach areas will be addressed.

- V. PUBLIC WORKS SUPERVISOR – Johnny Evans addressed the board.

- Surplus of 2020 Mack Dump Truck – The truck has 108,000 miles on it. If it is approved to surplus the truck it will be taken to J.M. Woods in September.

This item will be listed on the consent agenda.

- VI. MSBU ADVISORY COMMITTEE CHAIRMAN – Steve Healis, MSBU Coordinator addressed the board.

Gary Hartman informed the board that he was authorized by the MSBU Committee to stand for them at this meeting.

Steven Healis, MSBU Coordinator updated the board. Since 2020, the project for Units 1,2, and 3 covered 3.47 miles, which satisfied 299 lots. The second project was in Unit 6, which covered 2.72 miles, and satisfied 237 lots. The third project covered 1.85 miles, which covered 179 lots. Striping will not be done on the roads in the third project.

3.47 miles in the first project was able to be done because there was a carryover of funding from previous years. The carryover was put against the road resurfacing line item in the MSBU Budget. At that time a ton of pavement was around \$129.00/139.00. The cost of services and supplies continues to rise, which means that less is done for the budgeted amount. The areas that have been included in the project were intentionally spread out in Sunny Hills so that different areas benefited. The projects are primarily funded by the MSBU assessment without going into debt. The BOCC approved covering the CEI for all the projects and supplied funding for striping for projects 1 and 2. MSBU does not produce enough funds in one year to address all the roads in Sunny Hills. The question before the board is to annually include a line item in the county's budget to help with the road projects.

Cavalier Drive is in dilapidated condition and is used to travel to the boat ramp. There is a section at Country Club at Velvet that needs to be repaired.

MSBU will not be able to maintain the main roads coming into Sunny Hills. They are county roads that are used by more than Sunny Hills residents. The roads should be put on a schedule.

Chairman Hawkins said that Dumajack was approved through state appropriations. Sunny Hills is on the growth chart, and everyone involved should have an interest in developing a plan that helps both the community and the county.

Road damage has been caused due to construction. Can the impact fees be used to make the repairs?

County Administrator Massey confirmed with Chairman Hawkins that an ordinance is in place; however, it has not been effective because it has not been enforced.

Steve Healis said the median where six houses are being built has been completely torn up. Who will repair that?

Chairman Hawkins said if they are using the roads coming off without a hard shoulder on the road, they will damage the roads. A meeting needs to be held with the contractors in that area.

County Administrator Massey suggested that a meeting should be held with Deltona as well. They are benefiting from what the county is tasked to maintain. These are not isolated occurrences.

Steve Healis said that he is not sure if there is a document that is signed that says they would handle damage that may occur.

Chairman Hawkins asked County Administrator Massey to schedule a meeting with Dana Whipple and then the developer.

Steve Healis told the board the road budget for this year is exhausted. Another road project will not be planned until the beginning of fiscal year 2025.

Commissioner Bush asked Steve Healis to present the board with the worst two roads that could be submitted for SCOP or SCRAP.

Residents in Buckhorn Creek use Elkcam as a cut-through. This is an example of a road being used as was mentioned above.

What is the status of Washington Road?

Commissioner Griffin said it is like Greenhead Road. There is \$300,000.00 tied up in that.

County Administrator Massey said that other funding has been identified that might satisfy Greenhead.

Hartford Boulevard was put down. That is the only piece between Bay County and Highway 231 and Highway 77 that is not paved.

Commissioner Bush said that would take the traffic off Elkcam.

Commissioner Griffin suggested they focus on things that money is already tied up in on SCRAP and SCOP next year.

Steve Healis asked if MSBU funds could be used to help with playground equipment since it is a common area. The way the ordinance is written, common areas can be satisfied.

Is there grant money for this?

Commissioner Hawkins suggested to begin with speaking with George Swauger, Parks and Recreations Director because he may have a plan for this.

County Administrator Massey suggested that one park should be worked on per year. There is no plan in place. It has been decided to replenish the budget annually.

Commissioner Bush suggested using district funds, however, the flexibility would have to be figured out.

Gary Hartman addressed the board. The MSBU committee voted for him to stand for them on a particular issue, however, he is willing to stand for the committee before the county commission. The ordinance says the committee should make a presentation, which has not been done.

Chairman Hawkins asked County Administrator Massey if a letter or email could be sent to the committee asking them to approve of Gary Hartman standing for them at the meetings since he is normally at the meetings.

There was no opposition from the board.

Gary Hartman told the board they would like to put up metal signs that are approximately 665.00 for the sign and installation. Would the county approve of the sign being put across from the Dollar General, facing Elkcam Boulevard in the median on Elkcam Boulevard? It is county property, however, there is an ordinance that says that cannot be done. The other two signs for Voltaire Drive and Shenandoah are on Deltona's property. Deltona has expressed that they do not have any issues with the signs being put on their property. Approval is requested to enter an agreement with Deltona.

Commissioner Bush recommended not going under 48 inches when putting up signs.

County Attorney Fuqua suggested this request should go through the planning commission.

Steve Healis said on Voltaire and Shenandoah; that those will be interior from Highway 77. They are welcome signs. Deltona will benefit from the signs and may fund them.

Gary Hartman estimates that Sunny Hills is producing 10 – 15% of the ad valorem in the county. In 2006, it was 40%, which is significant. Lots in Sunny Hills have gone from \$1,500.00 per lot to \$12,000.00 - \$13,000.00.

Allowing the committee to approve these types of things helps maximize the value of the lots and the ad valorem taxes.

Assessments on commercial lots need to be addressed. The commercial lots for MSBU are \$8.00+. A residential lot is \$35.00. There are 250/300 commercial lots in Sunny Hills that are under-assessed.

Commissioner Hawkins said that it is not just one \$8.00 assessment. It is per acre. Is that correct?

Gary Hartman said there is a formula for it. Two years ago, these commercial properties were being assessed at \$70.00 - \$80.00.

The impact fees that Deltona is paying could be put in a sinking fund to add to the MSBU funds to improve the roads.

During his term, Commissioner Steve Joyner made a verbal commitment at a committee meeting to repave Cavalier. It begins at County Club Boulevard and goes back to the boat ramp. It goes out of Sunny Hills' jurisdiction before it reaches the boat ramp. It is the worst road in Sunny Hills. The road is used as a cut-through to the boat ramp. They are driving on the sides of the road in the right-of-way. It is not the responsibility of MSBU and they will not approve to repair it. The road should be repaired by the county.

Due to speeding on the road, it is suggested to put up a 35-mph sign.

VII. ENGINEERING PROJECTS UPDATE

Donald Stanley addressed the board.

- 2022-25 Change Order #1 - \$14,084.61 – Attachment A breaks down the request, which includes Bunyon Drive and Hicks Lake Road (08 package, which is closed out).

This item will be listed on the consent agenda.

- 2022-25 Change Order #1 Attachment A – This was included in the item above.
- HMB CEI Task Order Road Zone 4.3 – This is for construction engineering and inspection on road zone 4.3.

This item will be listed on the consent agenda.

VIII. COUNTY ADMINISTRATOR - Jeff Massey addressed the board.

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- Budget Update - Two committee meetings have been held. The committee met with the sheriff and EMS at the first meeting. The second meeting was with the building department and public works. A draft budget is planned to be given to the commissioners before the budget workshop on August 31. The sheriff and EMS have been invited to attend the next committee meeting.

Chairman Hawkins said that some figures will need to remain in the budget because they will not be known until October.

- Building Department Staff Increase Request – The request is to add a deputy building inspector to the building department. The building department is being affected by the growth in the county. A full-time inspector can be hired for less than the contractor is being paid. That position was included in the upcoming budget projection, which will be funded by the building department.

The addition of an FTE in the building department will be added to the consent agenda.

- Live Stream Camera Quote and Sound System Upgrades Quote – Staff has gone through training, which has been based on the company's training schedule. The live stream should begin in September.

Wendy White, Human Resources said that approval is needed to go ahead with a sole source provider. Multiple vendors were contacted, with one quote being received. The sound system update is \$5,999.00 and the live streaming and camera equipment is \$4,699.00.

Approval will be needed to set aside the procurement policy to use a sole source vendor to set up the equipment needed for live streaming.

This item will be listed on the regular.

The camera, new microphones, and the new sound system are separate from the contract for live streaming, which includes the encoder and the support to manage the software. Pub-style microphones will be added in between microphones. It has been a tedious process getting a quote from someone to install the equipment.

IX. CLERK

- Engagement Letter for FY 23 with Carr, Riggs & Ingram, LLC – Clerk Bell addressed the board. The fee for their services since 2018 has remained at \$110,000.00. That will remain, however, since grants have increased dramatically, they would like to increase with a 1% fee based on the number of grants. The fee is capped at \$25,000.00. The engagement letter will be through the 2025 audit.

County Attorney Fuqua requested the venue clause be changed to Washington County. Alabama is listed. It is listed under governing law and venue, which is next to the last page. It should be Florida law and Washington County.

This item will be listed on the consent agenda.

X. COUNTY ATTORNEY–

- County Administrator Contract – Clay Milton addressed the board. Mr. Massey has asked to propose a county administrator for a 2-year contract. The statute provides hiring and fire provisions, which require three votes to remove or replace the county administrator.

The contract has been reviewed and there will be some suggested changes to the contract, which will be discussed with Mr. Massey. The board will be provided a draft with the proposed changes redlined.

This is Mr. Massey’s proposal.

Board direction is needed. There are a couple of items about insurance, sick leave, and annual leave. What are the payouts? Does the contract differ from the policy?

Chairman Hawkins said that is the board's decision. If the updates are continued, they can be included in the September workshop. If the board is going to discuss it, a clean contract is needed.

Commissioner Griffin said that Mr. Massey was hired in 2017. Why wasn’t it expected upon being hired? Why bring up a contract 6 years later?

Chairman Hawkins suggested Attorney Milton and County Administrator Massey meet and discuss the contract because there are things in there that are against the policy.

Attorney Milton told the board that he would make changes that he feels comfortable with, however, it is up to the board whether to approve the contract.

Commissioner Griffin said that he would talk to County Administrator Massey to figure out the reasoning.

County Administrator Massey said that it is not a contentious issue.

This item will be given to the board for review before the September meeting.

Commissioner Griffin commented one should not try to change something if it is not broken.

County Attorney Milton said that he would continue moving forward to have something before the board at the September meeting unless the board directs otherwise.

Commissioner Hawkins and Bush agreed with that.

Commissioner Corbin said that he is fine with looking at a cleaner version that does not go against county policy.

Commissioner Hawkins confirmed with Commissioner Pettis that he was okay with moving
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forward with the direction given to County Attorney Milton.

Commissioner Bush asked if it was uncommon to have the same agreement with other employees in the county.

County Attorney Fuqua responded, yes that would be uncommon.

Commissioner Bush said that it is common with county administrators. Concerns have been expressed by other employees about the current circumstances with the board and it was unknown whether they should pursue the same avenue.

County Attorney Milton said the board hires and fires the county manager. The county manager hires and fires other employees. That is the primary distinction.

- PACE Information – Attorney Fuqua informed the board that this item was brought to his attention by Ken Naker, Tax Collector, and County Administrator Massey. There is a funding mechanism for home improvements that puts the home improvement cost on the tax roll. There is one that has been filed in Washington County. The prices/rates the home improvement people charge are excessive. Then it goes on the tax roll for 5 – 30 years, without the homeowners realizing what they are doing.

The suggestion to the board is to include a notice on the website warning not to do PAEC funding.

Discussion has not been held with Ken Naker, Tax Collector to find out if he is going to put that lien on the tax record. In some counties, the tax collector has refused to do it.

A resolution will be brought before the board for approval next week to support Ken Naker if he does not put them on the tax roll.

This item will be listed on the next agenda.

- Public Participation Policy – County Attorney Fuqua supplied a shorter version and a longer version for the board’s review. The longer version has what the board wanted about how it is to operate but there is a little more background on why it is being done. The second one gives more clarity and background. Per request, this item is being presented before the board.

Commissioner Griffin said that he is fine with the way that it is.

Commissioner Hawkins said the only thing they want to do is prevent derogatory comments toward staff. This does not include the county administrator, county attorney, or commissioners.

Commissioner Corbin said that the first one looks like the one they were presented with last month but the 48-hour notice for sign-up has been removed. The public comment about talking about any employees is included.

Commissioner Griffin questioned/commented that has not happened, calling them out by name and job title.

County Attorney Fuqua said that it was not by name and job title, but it was clear.

The 3-minute time limit is included.

Commissioner Corbin responded they already have that.

Commissioner Hawkins said that if it is the board's pleasure to enforce the 3-minute policy that is what will be done. It will be the board's decision.

Commissioners Corbin, Hawkins, Bush, and Pettis selected the shorter version. Commissioner Corbin said if it does not work, it can be changed.

Commissioner Griffin said that he liked it the way that it was.

County Attorney Fuqua said that there was one before, but it just was not enforced.

This item will be listed on the regular agenda.

XI. ADJOURN