



MINUTES
WASHINGTON COUNTY BOARD OF COMMISSIONERS
Thursday, September 11, 2025, 9:45 AM, Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Ashlynn Marquez	David Pettis Jr. Chairman	Joey Brock	Wesley Griffin	David Corbin Vice-Chairman

1. PROCLAMATION

- 1.1 Call to Order - Chairman Pettis
- 1.2 Invocation
- 1.3 Pledge

2. ADOPT THE AGENDA

Additions -

- 4.6 – Request for Approval of Senior Management Service Classifications – Aaron Dudley, Human Resources
- 4.7 - Extension of 2025 Tax Roll
- 4.8 - Certification of Non-Ad Valorem Tax Roll

Motion to adopt the agenda.

Moved by: Wesley Griffin

Seconded by: David Corbin

Aye David Corbin, David Pettis Jr., Wesley Griffin,
Ashlynn Marquez, and Joey Brock

Carried 5-0

3. NON-AGENDA AUDIENCE/PUBLIC PARTICIPATION

4. AGENDA ITEMS

4.1 Fuel Tax Discussion-County Attorney Fuqua

This item is for the renewal of a 6-cent per gallon gas tax that has been in effect since 1983. The funds are restricted for sole use by the Road and Bridge Department. The tax was set to sunset at the end of the year/beginning of the year; therefore, it is being addressed now.

The tax is identical to the tax implemented by Jackson County. There is less competition in Washington County, which is why prices are higher.

Commissioner Corbin added that property tax revenue is not used for the road department. It is used for emergency services. Fuel taxes fund the public works department.

4.2 Request for Approval to Surplus Two Dump Trucks at J. M. Wood Auction-Jeff Massey, County Administrator

Approval is requested to surplus two 2021 dump trucks. JM Woods has guaranteed \$295,000.00 for the trucks combined. The plan is to use the money from the surplus to purchase one new truck for \$225,000.00 and put the excess funds in a contingency account until it is built up to purchase another truck.

In response to what the other driver will do. Before the board approved the purchase of an F-450 to haul around equipment, a dump truck was used. Now that the dump truck has been freed up, the other employee can use it.

4.3 Request for Approval to Purchase Two New Dump Trucks From Truckworx, Totaling \$225,000.00 -Jeff Massey, County Administrator

This was covered in combination with item 4.2.

Motion to approve the surplus of two dump trucks at the JM Woods auction and to purchase one dump truck.

Moved by: David Corbin

Seconded by: Joey Brock

Aye David Corbin, David Pettis Jr., Wesley Griffin,
Ashlynn Marquez, and Joey Brock

Carried 5-0

4.4 Asphalt Overlay Discussion-Jeff Massey, County Administrator

In a recent meeting, there was a discussion about graders driving a long way to grade small sections of road at multiple locations in the county. Impact fees were mentioned to address the issue.

County Attorney Milton informed the board that the impact fees have to be used for improvements to the road system within that district. The impact fees are based on the address where the permit was pulled.

County Administrator Massey said that overlaying 1/10 of a mile on Hicks Lake would cost around \$24,500.00.

Motion to approve to overlay 1/10 of a mile on Hicks Lake, contingent upon impact fees being available.

-Commissioner Corbin spoke on overlaying as much as possible at one time.

-Chairman Pettis commented that the road appears to be in good shape. How much maintenance cost is spent on the road?

Trey Barbee, Public Works Director, estimated once every two weeks.

Moved by: Wesley Griffin

Seconded by: Ashlynn Marquez

Aye David Corbin, Wesley Griffin, Ashlynn Marquez,
and Joey Brock

Nay David Pettis Jr.

Carried 4-1

4.5 .County Administrator Advertisement Discussion-Wendy
White, Human Resources Director

Board direction is requested regarding establishing a process
for hiring a county administrator. Options are as follows:

1. Engage with the Florida Association of Counties
Administrators Recruitment Service. A letter of engagement
would be signed with the Florida Association of County
Managers, who would designate a search committee
comprised of the greatest extent possible of current and/or
recently retired county administrators with experience in the
same area of the state as Washington County. An
advertisement would run for 30 days, with them assisting in
the reach of the advertisements to reach the best pool
possible. The applications would be collected and forwarded
to the search committee for individual assessment. They
would come before the board and develop a short list of
candidates with the board's assistance. The interview
schedule would follow. Once the candidate is selected, the
BOCC chairman would present an offer to the candidate. This
process would be around 90 days, which is contingent upon
the applications received. The service cost \$5,000.00.

2. In-house approach. The advertisement would run for 30
days. Human Resources would compile a list of eligible
candidates based on the Florida Statute and the job
description. The qualified candidates would be forwarded to

the board along with a scoring sheet, which the commissioners would use for rating. The scores would be submitted to Human Resources to tally, and the accuracy would be confirmed by the clerk. Human Resources would schedule interviews for the top five candidates. Commissioners would individually interview the candidates simultaneously throughout the building. The candidates would be scored, and the top two would be selected. A special meeting will be scheduled for a vote for the final candidate. After the selection is made, the onboarding process will be the same as option 1. This process would likely be around 60 days, which is contingent upon the application pool.

Motion to adopt option 2 as the Washington County Board of County Commissioners' County Administrator Vacancy Process.

Moved by: Wesley Griffin

Seconded by: Joey Brock

Aye David Corbin, David Pettis Jr., Wesley Griffin, Ashlynn Marquez, and Joey Brock

Carried 5-0

Motion to utilize the Washington County Board of County Commissioners' County Administrator Vacancy In-House Policy to hire a county administrator.

Moved by: Wesley Griffin

Seconded by: Joey Brock

Aye David Pettis Jr., Wesley Griffin, Ashlynn Marquez, and Joey Brock

Nay David Corbin

Carried 4-1

Wendy White, Human Resources, clarified that in the future she would use this policy. If there was a deviation, it would be by the vote of the commissioners.

4.6 Senior Management Service Class Discussion-Aaron Dudley, HR Specialist

Per Florida Statute, the county administrator position must be designated as senior management. The county is designated up to ten additional positions that can be classified under senior management. Currently, there are two additional positions, which are the emergency management director and the public works director.

After discussions with FRS and the employment law attorney, it was determined that the building official and the library director meet the qualifications for the senior service class.

Approval would be required from the employee, and per statute, it must be advertised for two weeks. If approved today, that would mean the classification changes could be in effect for 10/1. The library director position already has the senior management service class listed in it; therefore, the job description does not have to be updated. Approval would be needed for the building official's job description to be updated. Due to the pay grade change, the building official's job should be an exempt position. The change is an option, not a requirement.

Motion was issued as follows:

Approval to update the building official's job description to include senior retirement and an exempt status.

-Approval to submit the updated building official job description and the library director position to the state.

Moved by: David Corbin

Seconded by: Ashlynn Marquez

Aye

David Corbin, David Pettis Jr., Wesley Griffin, Ashlynn Marquez, and Joey Brock

Carried 5-0

4.7 Extension of 2025 Tax Roll-Chairman

The extension of the 2025 tax roll is due to the VAB being in session later in the year. This allows the property appraiser and the tax collector to continue with what they need to do annually.

Motion to approve the extension of the 2025 tax roll.

Moved by: Wesley Griffin

Seconded by: Joey Brock

Aye David Corbin, David Pettis Jr., Wesley Griffin,
Ashlynn Marquez, and Joey Brock

Carried 5-0

4.8 Certification of Non-Ad Valorem Tax Roll-Chairman

Pursuant to chapter 197.3632, sub-section 5A states that all non-ad valorem tax rolls and MSBU assessments must be certified to the tax collector no later than September 15 so they can be included on the upcoming 2025 tax bills.

Motion to approve the certification of the non-ad valorem tax roll.

Moved by: David Corbin

Seconded by: Ashlynn Marquez

Aye David Corbin, David Pettis Jr., Wesley Griffin,
Ashlynn Marquez, and Joey Brock

Carried 5-0

5. ADJOURN

Motion to adjourn.

Moved by: Wesley Griffin

Seconded by: Ashlynn Marquez

Aye David Corbin, David Pettis Jr., Wesley Griffin,
Ashlynn Marquez, and Joey Brock

Carried 5-0