



**MINUTES
WASHINGTON COUNTY BOARD OF COMMISSIONERS
BOARD WORKSHOP**

**Thursday, September 11, 2025, 9:00 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 - Chairman Pettis
- 1.3 Pledge

2. AGENDA ITEMS

Agenda Amendments

- Item 2.10 - Senior Management Services Class Discussion – This item will be moved to the special meeting that is scheduled following this meeting.
- Item 3.10 - EMS Hardening will be removed from the agenda and discussed at the regular meeting.

- 2.1 2025 National Estuary Week Resolution-Melinda Gates,
Environmental Manager

Approval of the annual proclamation of a resolution to identify September 21 - 27 as National Estuary Week to highlight the value of the ecosystems for the economy, environment, and livelihood. It is a collaboration of multiple programs. - This item will be listed on the consent agenda.

- 2.2 State Aid to Public Libraries Grant Documents-Renae Rountree, Library Director
Approval is requested for Certification of Hours and Free Library Service and Access to Materials, which are annual documents required to be in compliance with the State Aid to Libraries Agreement. - This item will be listed on the consent agenda.
- 2.3 Reappointment of Tracy Andrews to Seat #2 on the TDC Board-Heather Lopez, TDC Director
- Tracy Andrews, the City of Chipley's Mayor, represents the largest municipality. Chris Ellis represents one of the tourism industry seats. Both seats are due for reappointment. Per the by-laws, they are allowed to serve one additional 4-year term, which would end September 30, 2029.
 - The resignation of David Rich was approved. He served in a tourism industry seat for eight years. - Both reappointments (2.3 and 2.4) and the resignation (2.5) will be listed on the consent agenda.
- 2.4 Reappointment of Chris Ellis to Seat #8 of the TDC Board-Heather Lopez, TDC Director
- 2.5 Resignation of David Rich from Seat #5 of the TDC Board-Heather Lopez, TDC Director
- 2.6 Re-appointment of Planning Commissioners- Dawn McDonald, Senior Planner
The planning commission's terms are expiring on the 30th. All the members approve of being reappointed. - This item will be listed on the consent agenda.
- 2.7 Planning Commission 2026 Meeting Schedule-Dawn McDonald, Senior Planner
The planning commission is in agreement with the 2026 schedule. The September meeting will be updated to be held on 9/9 instead of 9/7, because that is Labor Day. - This item will be listed on the consent agenda.

2.8 Fire Chief Discussion-Jeff Massey, County Administrator

The fire coordinator position originally coordinated between the 501 (c) (3) volunteer departments. There are currently five county fire departments, which outnumber the 501 (c) (3) volunteer departments. Chief Barron is performing the duties of a fire chief, a position for which the county does not have a position or pay range. He needs to be acknowledged and paid as a fire chief.

Aaron Dudley, HR, told the board that the position would change to an exempt position. The position would need to be added to the pay plan. Based on counties similar in size to Washington County, the proposed pay grade would be 112. The proposed rate of pay is \$38.37. \$11,000.00 would need to be added to the fire budget. - This item will be listed on the regular agenda.

2.9 Pay Plan Adjustments - Jeff Massey, County Administrator

The 5% raise will put the Veterans Service Officer outside the top of the pay plan by .94 per hour, and the E911 Coordinator would be .59 per hour outside of the maximum pay. Veterans' service would have to be taken from pay grade 107 to 108, and E911 would need to be moved from 108 to 109 to accommodate the 5% pay increase. There is also the option to move them to the top of their pay grade. – The consensus of the board is to include the pay grade adjustments on the consent agenda.

2.10 Senior Management Service Class Discussion-Aaron Dudley, Human Resources Specialist

This item will be discussed at the following special meeting.

2.11 2025-2026 Pay Plan Approval-Aaron Dudley, Human Resources Specialist

The minimum hourly pay on the pay plan is \$14.00. For the past three years, they have been working toward the \$15.00 minimum. The fire chief will be removed until the board

makes a decision. - The new plan will be effective October 1.
The pay plan for the career firefighters and the regular pay plan will be listed on the consent agenda for approval.

3. FEMA COORDINATOR

Mason Garrett addressed the board.

- The generator projects are moving forward.
- The arbitration for Hurricane Michael has been submitted.
- Funds are pending.
- Working on closing Hurricane Sally.

3.1 EMS Hardening

This item was previously removed.

4. BUILDING OFFICIAL

5. MSBU ADVISORY COMMITTEE UPDATE

Gary Hartman informed the board that the MSBU Advisory Board approved adding the budget to the upcoming budget hearings, as well as the installation of 17 new streetlights on Shenandoah Boulevard and 9 on Elkcam Boulevard at no cost to MSBU for the installation: only the monthly payment.

Scott Parrish, MSBU Coordinator, added that at the previous meeting, they deducted around \$400.00 from the FPL monthly bill. The monthly cost for the additional lights will be \$550.00, which will result in an additional \$150.00 added cost next fiscal year. - This item will be listed on the regular agenda.

6. PUBLIC WORKS DIRECTOR

7. PARKS UPDATE

8. ENGINEERING PROJECTS UPDATE

9. COUNTY ADMINISTRATOR

10. CLERK

11. COUNTY ATTORNEY

Attorney Fuqua informed the board that the transfer of a deed will be addressed at the next meeting.

12. OTHER BUSINESS

- Commissioner Marquez requested that a discussion for an RFQ for lobbying services be listed on the regular agenda.
- Commissioner Griffin requested that an additional continuing engineering services RFP be put on the agenda.

County Attorney Fuqua added that the ones with active agreements do not have to apply. The board has the option to adjust the contract renewal dates if new engineering services are added.

13. ADJOURN