

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

Location: Commission Board Room

1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT
Alan T Bush	David Pettis, Jr.	Tray Hawkins	Wesley Griffin	David Corbin

1. PROCLAMATION

- 1.1 Call to Order – Chairman Pettis
- 1.2 Invocation – Rev. Joe Phillips, Chaplain for Washington County Fire Service
- 1.3 Pledge

Present – Commissioners Bush, Pettis, Hawkins, Griffin, and Corbin. Also attending – Deputy Clerk Brantley, Clerk of Court, Lora Bell, County Administrator, Jeff Massey, and County Attorneys, C. Milton and M. Fuqua, Fuqua & Milton, P.A.

Addition – 2.6 – Washington County School Board’s use of Campbell Park for the Summer Lunch Program

2. AGENDA ITEMS

- 2.1 Request for Appointee to Canvassing Board – Deidra Pettis, Supervisor of Elections addressed the board to request Commissioner Bush be appointed to the Canvassing Board. The Supervisor of Elections position has an opponent as well as District 3 and 5 Commissioner seats, which omit them from sitting on the Canvassing Board. Commissioner Griffin’s half-sister is on the ballot, which omits him, and Commissioner Pettis is already on the Canvassing Board.

The appointment of Commissioner Bush on the Canvassing Board for the August election will be listed on the consent agenda.

- 2.2 Animal Control Truck Purchase – Nichole O’Brien, Animal Control Assistant addressed the board. The department has two employees, who are both working out of one truck, due to the other truck needing a transmission. The request before the board today is to buy another vehicle for animal control to carry out their duties effectively. The quote for an extended cab F-150 is around \$45,000.00.

County Administrator Massey informed the board that the old truck would be fixed and transferred to public works.

The consent agenda item will be approval to buy a truck for animal control and transfer \$25,000.00 from transportation to general.

- 2.3 Budget Adjustment Request for E-911 – Marissa Crow, E-911 Assistant told the board that the 911 Board approved a reimbursement of \$100,000.00 for earlier cyber security expenses. The request is as follows:
- Transfer \$90,000.00 to the general fund.
 - Transfer \$10,000.00 to 11552500 59903. (County revenue that was not included in the budget).
 - Transfer \$20,193.08 from 11500 334100 to 11552500 53401 for grant reimbursement.

The transfer request will be included on the consent agenda.

- 2.4 Vehicle Purchase for Ag Center/Extension Office – Mark Mauldin, Extension Director requested the purchase of a vehicle for travel to Gainesville, which can be covered by funds in the salary line item due to being available since the University of Florida will not move toward filling the position until the 24/25 fiscal year. The ag center budget can contribute \$27,000.00.

Mark Mauldin will obtain firmer numbers on this item. This item will be included on the regular agenda.

- 2.5 Sunny Hills Public Library & Community Center – Renae Rountree, Library Director asked that the Sunny Hills Community Center fall under the Sunny Hills Public Library. Everything would be handled by the library, which includes the rentals and cleaning. The rental fees would be applied to the library's budget, which will be used toward the building. The library has access to grant funds. MSBU and the sheriff's substation in the building would not be affected. Sunny Hills is growing, and the library needs to be ready for growth. Francine Sak has chosen to take on Sunny Hills as the circulation manager.

Also requested before the board is to cut the rental price from \$225.00 to \$150.00 for the rest of the calendar year to see if that would increase the rentals. The deposit would remain the same.

County Administrator Massey suggested the rental fee and transfer be addressed separately.

Commissioner Bush said the transfer would separate what is done with the community centers and the library.

The transfer of the community center falling under the library will be listed on the consent agenda.

Renae Rountree confirmed with the board that she would work with County Administrator Massey and County Attorney Fuqua to update the Public Services Policy, which is approved by the board before changes

take effect.

- 2.6 Washington County School Board's use of Campbell Park for the Summer Lunch Program – Commissioner Hawkins requested approval for the Washington County School Board to use Campbell Park for the upcoming Summer Lunch Program as they did last year.

The use of Campbell Park for the Summer Lunch Program will be listed on the consent agenda. There will not be a cost attached and the Washington County School Board will work with staff to block rental dates.

3. FEMA COORDINATOR

- 3.1 FEMA Update – Kevan Parker provided updates.
- Worley Road Project – Everything is in line to begin. The notice to proceed was dated May 27/28 with an estimated completion of 90 days.
 - Sally Road Projects – FEMA went ahead with their cost estimates. Mitigation numbers and potential engineering permit costs will be looked at.
 - Ag Center – The Portadam system has been received and training to set it up will be scheduled within 30 days. Public Works employees should be trained, however, a contract for installation should be in place since the number of county employees is limited. Storage for the 30,000-pound wall system will need to be addressed.

Discussion was held related to certain panels being installed based on the elevation. Also, the training should be recorded for reference.

4. MSBU ADVISORY COMMITTEE UPDATE

- 4.1 Wilder Park Playground Rebuild – Steve Healis, MSBU Coordinator told the board at the MSBU meeting the advisory committee decided to apply funds toward the playground. Playmore was contacted since they did the original install. The existing section will be torn out. A new system can be ordered at a discounted price of \$67,479.12 if it is ordered before June 1.

The purchase of the playground equipment will be added to the consent agenda.

Discussion was held on the failing septic system/sewer line at Wilder Park. Commissioner Corbin mentioned using district funds to assist may be an option.

- 4.2 MSBU Assessment Discussion – Steve Healis, MSBU Coordinator told the board at the March meeting the advisory committee agreed to move forward with increasing the assessment by 5%, which was built into the ordinance.

County Attorney Milton said mailings are only required if new roads have been paved. Approval is needed to schedule the public hearing, which will be the following month, and then the rate resolution will be presented for a vote.

Steve Healis told the board the next MSBU meeting will be August 7.

Break 10:03 – 10:10

5. PUBLIC WORKS SUPERVISOR

5.1 Introduction of Trey Barbee, New Public Works Director – Johnny Evans introduced the new public works director.

6. PARKS UPDATE – George Swauger provided the following updates.

- Blue Lake Park – A septic tank issue at the park has allowed them to tie into the city. Setting up the tie-in was \$4,922.12, with \$425.00 to pump the tank. The septic tank will be abandoned. The cost to tie into where the city left off is estimated at \$1,500.00, and the monthly cost would be \$79.02.
- Wilder Parker – A permanent portalet was added at the park.

There has been some recent vandalism at the park, however, the cameras did not pick it up. An added camera has been installed and the sheriff's department is aware of the occurrence.

- Hunter Park – Discussions have been held about the splash pad. The park is connected to city water; however, it is not tied into the septic. The closest lift station is at the far end of the school.

Commissioner Hawkins said if a bore is required across Moss Hill Road, they will do it at no cost.

- St. Joseph Park – Local Amvets supplied the park with a flagpole and flags. The updated sign will be added before the Memorial Day celebration. The exercise equipment is still being looked at.

Commissioner Hawkins confirmed the wall would be removed and a swell would be installed.

Commissioner Bush added that something should be done to make sure it is presentable.

Development orders will need to be reviewed concerning fences around the towers.

County Administrator Massey added he is checking on the concern

above.

- Gap Pond Dock – Currently waiting to meet with those who specialize in the docks.

Commissioner Bush said to use the same pilings, elevate the dock, and put a 10 x 20 floating platform at the back, like Culpepper.

- Culpepper – Commissioner Hawkins informed the board that he spoke with Cliff Knauer who advised that a task order for engineering and design needs to be assigned to Dewberry. The estimated time for completion upon approval of the task order is next spring due to permitting.

The board thought this had been approved previously. Chairman Pettis requested County Administrator Massey find out why the task order is just being asked for.

This item will be listed on the regular agenda.

- Jack Haddock Boat Ramp – Commissioner Hawkins requested the appearance at Jack Haddock Boat Ramp be addressed and to add signage to recognize individuals who have donated property.

Jane Dellwo told the board that Jonathan Sims would have a task order ready for the next meeting.

7. ENGINEERING PROJECTS UPDATE

Travis Howell of Alday-Howell requested approval of close-out documents for South Boulevard. The documents include the substantial completion, exhibit c., and a change order. The project was under budget.

Approval for County Administrator Massey to sign the close-out documents for South Boulevard will be listed on the consent agenda.

Brent Melvin, Melvin Engineering updated the board.

- Ag Center Bids
 1. FEMA Mitigation Drainage Improvements
 2. Parking Area

There were five bidders, with the low bidder being North Florida Construction, with the recommendation before the board to award the bid to them. The drainage component bid was \$165,954.00, which is under the budget of \$249,820.00. The funding for this project has already been received by the Clerk's Office.

North Florida Construction was also the lowest bidder for the

parking portion for \$179,214.00. The bid covers the front parking lot and sidewalks, and redoing the drive that goes around the rear of the building. This is optional and is not covered by FEMA funds.

The county was awarded \$600,000.00 +/- to cover the installation, flood wall, drainage improvements, and the stormwater pump. The remaining funds can be used on-site for other drainage projects.

Commissioner Pettis recommended being 100% certain the remaining funds can be used.

Awarding the drainage project to North Florida Construction for \$165,954.00 will be listed on the consent agenda.

Tasking Melvin Engineering to look into storage for the deployable flood panel barrier system for the ag center and the gutter system at the ag center.

- St. Joseph Wall System – The county was approved \$55,288.99 for repairing an 80-foot section of wall at St. Joseph Park. A scope change was requested to allow for the wall not to be repaired but regraded. Per Wheeler Emergency Management they can move forward with the work and Melvin Engineering can coordinate with them on-site. It will be documented and handled in close-out.

Commissioner Pettis questioned the process of the scope of work change.

Kevan Parker said Mason Garrett is currently working on that.

Commissioner Bush requested County Administrator Massey keep the commissioners updated.

The consent agenda item will be to issue a task work order and authorize Melvin Engineering to work with county staff on the grading system at St. Joseph Park.

8. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- 8.1 Building Department Discussion – The current building inspector has given notice of his retirement date. Earlier advertisement for a building inspector has been done 2/3 times to no avail.

Option 1 – The building official who has been helping on the south end of the county would come in as a licensed building official, review plans, and do some inspections. Another building official would take over what he was doing on the south end. Inspection would increase from \$65.00 to \$75.00. They would request 75% of the plan review.

Option 2 – Look at a company that specializes in this area in the private sector. The existing staff would remain working with day-to-day items.

Bo Creel, President EPCI Code Administrative Services addressed the board about the specifics of services provided by EPCI. Some of the highlights are listed below.

- Digital or electronic plans are accepted.
- Complete residential packets received on Monday can have a building permit issued by Friday.
- A commercial permit may take 2 weeks to 50/60 days depending on the size of the project.
- Currently operate the building department for 14 surrounding cities.
- Computer system that allows for customer access to check the status of any part of their construction project. Staff can also be given access.
- Full staff of permit clerks, and technicians from the Panama City office.
- 6/7 building officials, 9 fire inspectors, and inspectors in all trades.
- A means to lower ISO rating. They currently stand at 2 and 3.
- Inspectors can easily be moved around to other locations.
- Contracts with each jurisdiction.
- Equipment provided.
- Aid with floodplain management.
- Payment is 65%/66% based on permit fees providing the county provides office staff.
- Professional liability insurance is provided.

Washington County's fee schedule is out of date.

Regarding procurement – County Attorney Fuqua said there is no state requirement to handle these services a certain way. It is the board's discretion/policy. The procurement policy can be set aside for emergencies.

Commissioner Hawkins said that he would like to see the current cost, and permit fees.

This item will be included on the next agenda.

County Administrator Massey told the board if things continue being done as they are now when someone else is hired, they should plan to raise the fees to fund another building official or they will not be able to keep up. The board needs to think about both sides of things and look toward the future, especially if the workload continues to increase in the south end of the county.

8.2 Grants Administration Discussion/Request to Advertise – Permission to advertise the RFP is asked before the board.

The general consensus of the board is to have a continuing use contract

with multiple companies; not exclusive. The company should get paid a percentage of the grant.

This item will be listed on the regular agenda.

- 9. CLERK – None
- 10. COUNTY ATTORNEY – None
- 11. ADJOURN