
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 – The invocation and pledge were done at the 5:05 p.m. meeting.
- 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 Attorney Fuqua, Fuqua & Milton, P.A.

Chairman Pettis opened the public hearing for the 2023/2024 CDBG application.

David Fox, Fred Fox Enterprise stated that the public hearing was advertised for a Greenbelt Block Grant Application in the 2023/2024 cycle. The county is eligible to apply for up to \$750,000.00 of CDBG Funds. The county can apply for the Housing Rehabilitation Grant, the Commercial Revitalization, or the Neighborhood Revitalization. Out of the three projects one must be closed out before applying for another. \$1.5 million can be applied for through the Economic Development Grant, which is the fourth category. For every job that will be created \$34,199.00 can be applied for. Typically, things on the county right of way are addressed through this grant. Counties are competing against other small counties and cities in the state of Florida for the funds.

Note - The steps leading up to the application process were provided.

The next public hearing will be October 10, with the application being due October 15. During a meeting with the Supervisory Task Force, they recommended a neighborhood project for paving and park improvements of Brown Street and Campbell Park. Patty Willis, City of Chipley verified that Brown Street is fully in the county and CDBG Grants cannot be used within the city.

Commissioner Hawkins noted that city utilities are underneath Brown Street.

David Fox went into a workshop that was advertised for tonight regarding Fair Housing. Items covered included, the Fair Housing Act, prohibited items, housing protection, disability, exempt housing, and the complaint process.

2. AGENDA ITEMS

2.1 2024 Elections Update – Deidra Malloy Pettis, Supervisor of Elections addressed the board. Commissioner Bush filled in for the Supervisor of Elections during the August primary. Since that is over, the Supervisor of Elections can take part in the Canvassing Board, with Commissioner Griffin being the backup. Out of 16,400 voters, 5,800 (36%) voted in the primary.

2.2 Amendment One M0131 (Generators) – Candace Thames, Grants/Procurement Specialist said the amendment will extend the end date to September 30, 2025, along with changing the name from DEO to the Department of Commerce. The need for the extension was due to extended time deciding the location that would be funded causing the project to be rebid multiple times. This item will be listed on the consent agenda.

2.3 Agreement CDBG-ED Project Gantry – Candace Thames, Grants/Procurement Specialist requested approval of the agreement listed as item 2.3. The agreement is for \$3,482,300.00. This item will be listed on the consent agenda.

2.4 2025 Planning Commission Meeting Schedule – This item was removed.

2.5 FDACS Contract for Mosquito Control – Jane Dellwo, Administrative Secretary requested approval of the contract listed as item 2.5, which is an annual contract. The contract includes an increase this year. This item will be listed on the consent agenda.

2.6 Highway 79 Corridor Authority Interlocal Budget Agreement Fiscal year 24/25 – Jane Dellwo, Corridor Secretary presented the agreement before the board which included an annual payment of \$57,000.00 with part being issued in the Fall and the other in the Spring. The funds will be used for general operational and administrative expenses. \$63,000.00 was included in the 24/25 WCBOCC budget. This item will be listed on the consent agenda.

Commissioner Hawkins added that Holmes County will match the payment.

2.7 Employee Assistance Program (EAP) Discussion – Aaron Dudley, Human Resources Specialist told the board most counseling/psychologist require self-pay. The cost for the program is \$1,700.00 annually, which would cover every employee with five sessions annually, which can also be extended to family members. The sessions can be virtual or in person.

The rate is locked in for three years. This item will be listed on the consent agenda subject to the county attorney's review and modifications.

2.8 Approval of 2024 – 2025 WCBOCC Pay Plan – Aaron Dudley, Human Resources Specialist

told the board the plan reflects the minimum wage requirement they are aimed at meeting by 2026. This year's mark is \$13.00. The 5% increase is also reflected in the plan. This item will be listed on the consent agenda.

2.9 Value Adjustment Board Appointment – David Pettis, Jr. Chairman addressed the board. The board recently appointed himself and David Corbin to the VAB. For future reference, it is suggested that the board appoint those positions to the VAB. This item will be listed on the consent agenda.

2.10 Singer Road Discussion – David Corbin, Commissioner (Agenda Addition) said that he has received a lot of calls concerning Singer Road and it should be one of the next top priorities to be done. The road is not easily accessed and is sandy. Once it is graded, complaints about the conditions soon follow about the unfavorable road condition. A part of the road is in Bay County.

Commissioner Hawkins added that in the past Bay County sent a letter saying that if Washington County made the road their priority, they would as well. This should be submitted as a legislative priority project.

3. FEMA COORDINATOR – Kevan Parker updated the board.

- Williams Road Bridge – Sod is being put down, which will be followed by the guardrail installation in the next couple of days. The construction should be complete by the end of the week. The schedule for striping is unknown.
- Worley Road – The project is progressing well.
- Sally Roads – Public Works has completed their fifth work zone and is one-third complete with the work.
- Ag Center – The project is progressing well.
- EMS Hardening – This project has been approved.
- Generators – The engineering work is complete.
- Buyout Programs – The inspections are complete and turned out good. They are still waiting on the Department of Commerce to pay 25%. DEM is ready to close, however, they cannot pay until DEO does. At recent special meeting, the board approved one of those agreements because it was due back to them the beginning of September. They have since said that was a draft. The total for that project due to the county is \$1.8 million.
- Saferooms – The plans are 95% complete. Once they are complete, they must be sent for an independent review.
- IAN and COVID Buyout – Three of the five houses in Ian have been approved and moved on. There are twenty-three to twenty-five houses in the program.
- Task Work Orders – October – December – It is assumed the task work orders will continue to be approved by Commissioner Pettis and County Administrator Massey as the last quarter was done.

- Culverts and Headwalls (Hurricane Sally and Michael) – Some of that has been changed and the headwalls have been approved. They have reached out to one of the contractors for some additional information needed to submit. There is a spreadsheet and map where all of those were at. They are tying down loose ends and documentation. An update will be provided at the regular meeting.

The determination memo has not been sent. They have agreed with the counties cost for filter fabric. Their cost was around fifty cent per square yard with the counties cost being \$4.10. They are continuing to work through RFR's to see if added funds can be released.

County Administrator Massey said they are still reviewing the sod.

Commissioner Hawkins requested to have a discussion on Hurricane Sally at the regular meeting.

4. MSBU ADVISORY COMMITTEE UPDATE – Steve Healis addressed the board.
- 4.1 2024-2025 Road Discussion – The committee voted on a list of roads that has been provided to the board. The total distance is 2.9 miles which will affect 247 lots. The estimated cost at 180 per ton is \$674,704.00 for material. In previous MSBU road projects, the county covered the CEI cost. MOT and mobilization cost is unknown until it is bid out. The carry-over from this year and next years assessment money is projected to be used for the project. Water and electric and egress/ingress were taken into consideration. An estimate of 10 percent was used to figure the cost for CEI.

County Administrator Massey told the board they have submitted for a Rural Infrastructure Fund Grant for \$6 million to start the water and sewer project in Sunny Hills.

Commissioner Hawkins said if they are damaging roads they need to repair them.

Commissioner Corbin added that they are putting construction dumpsters really close to the road.

Commissioner Griffin asked if Cavalier Road has been looked at. It has water and power.

Steve Healis responded that it would require a complete rebuild. It is one of the worst roads in Sunny Hills.

The general fund covering the CEI cost the way it has been done in the past for the MSBU road project will be listed on the consent agenda.

5. PARKS UPDATE – None

6. ENGINEERING PROJECTS UPDATE

6.1 Request to Advertise Dumajack Road for Construction – Jason Crenshaw, DRMP told the board the final plans are in the review process by DOT, which has a week process associated with it. The proposed advertisement date is October 30 with bids being due December 5, which will be brought before the board in December. This item will be listed on the consent agenda.

6.2 Request for Approval to Detour for Construction of Drainage Improvements on Dumajack Road – Jason Crenshaw, DRMP told the board the proposed road closure has a 90-day maximum. This item will be listed on the consent agenda.

6.3 Cancellation of Contract Discussion – Donald Stanley, DRMP addressed the board regarding the contractor contracts for the Hurricane Michael Road project. The last extension ended in July. A letter has been drafted with the county attorney's assistance to end the contracts. The contractors include American Sand, CW Roberts, and Anderson Columbia who are all willing to come back and complete the projects at an additional cost.

An extension to cancel the contracts will be sent to all the contractors listed above. This will be listed on the consent agenda.

7. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

7.1 Extension of 2024 Tax Roll – Due to statutory requirements the completion of the VAB hearings for the 2024 tax year could delay the issuance of tax notices beyond November 1. There is a statutory rule that will allow the county to authorize the property appraiser to certify and extend the 2024 tax roll prior to the completion of the VAB hearings pursuant to section 197.323. This request was submitted by the tax collector.

After discussion to understand the reasoning for the request, this item will be listed on the consent agenda.

7.2 Tax Deeds Available to Acquire – Sunny Hills lots – Lot 1 - \$22,221.90 – Lot 2 - \$2,228.57
This item will be listed on the regular agenda.

Discussion was held regarding the mandate for the board to purchase some lots but not these. Commissioner Hawkins requested an email of the reason.

7.3 Crystal Lake Drive Discussion – The board previously approved Crystal Lake for a paving and drainage project. The money has been acquired, however, that has changed now. A different design was done. If the board would like to pursue the project, they will need to go back to DOT. Before they move forward with Crystal Lake it will need to be approved by management because of the delays. The redesign of the road is not a viable solution.

After discussion, the board requested that Mr. Massey contact Maria to discuss the time frame of the project.

7.4 Update on Davidson Road – A time extension has been received on Davidson Road. It was a legislative appropriation project for \$1,063,627.00. They continue to work on right-of-way issues.

Commissioner Hawkins suggested contacting Chris Jernigan, Arnold Lumber for his assistance with obtaining right-of-way. He has previously indicated that he could help.

7.5 Fire Services Position Discussion – Approval is requested to add a position to fire services. Tiffany’s salary is being split between EOC and fire services. This has been discussed with Wendy White, Lynne White, and Justin Barron and everyone feels it would be the best decision to move Tiffany in a full-time fire services position. The job will be replaced on the EOC side with an administrative secretary.

Discussion was held about the funding source for the position.

County Administrator Massey said that he would figure out the funding mechanism.

Wendy White said there will be additional approvals coming before the board in regard to the position, such as the job description and adding it to the pay plan.

Commissioner Bush added the organizational chart as well.

County Administrator Massey said that it would be Fire Services Specialist. The position request is from the Fire Coordinator.

This item will be listed on the consent agenda.

County Administrator Massey told the board that he has received the broadband agreement from DEO for the second round of funding, which has been signed and returned.

8. CLERK – None

9. COUNTY ATTORNEY – Attorney Fuqua told the board the meeting on Thursday needs to be held so the Bed Tax Ordinance can be passed, which authorizes the election.

The engineering contracts will be reviewed to see if RFP’s need to be issued for renewal.

10. ADJOURN