

# NORTHWEST FLORIDA TRANSPORTATION CORRIDOR AUTHORITY MONTHLY MEETING

## Meeting Minutes

August 26<sup>th</sup>, 2010

1. Call To Order - Chairman Montgomery called to order the meeting of the Northwest Florida Transportation Corridor Authority at 10:00am CST on August 26<sup>th</sup> 2010 at Panama City, City Hall Commission Chambers, Bay County, Florida.

### **Members Present:**

Robert B. Montgomery, Chairman

Stephen K. Norris, Vice Chairman

James F. Anders, Secretary/Treasurer

Wakulla County (Vacant)

Cheryl Sanders

J. Carey Scott III

Ashton J. Hayward III

Jason Alderman with FDOT

### **Staff Present:**

Mike Duncan and Nick Beninate, General Counsel

### **Members Absent:**

Robert E. McGill III

2. **Welcome** Chairman Montgomery welcomed everyone to the NFTCA meeting in Bay County, Florida.
3. **Approval of Minutes** Monthly Meeting July 22, 2010.  
Motion made to approve the meeting minutes **following correction to funding amount**. Meeting minutes inaccurately reflected \$1.7 million; **amount is actually \$1.2 million**.  
  
Motion made, Seconded and unanimously approved.

#### 4. New Business

- A. **FDOT Procurement Office Presentation.** (This was switched with New Business Item A. Outline of new FDOT agreement procedures.)

Mr. Richard Norris presented a PowerPoint presentation entitled Acquisition of Professional Services (compliance with CCNA). This presentation explains the process by which the FDOT advertises and retains professional services. (Copy attached)

During the presentation, Vice Chairman Norris asked if fees could be negotiated among the 3 short-listed firms. Mr. Richard Norris said no, that it is a technically-capable based decision.

- B. **Outline of new FDOT agreement procedures.**

A Request for Qualifications for General Planning Consultant was distributed (copy attached). This is subject to compliance with CCNA (Consultant's Competitive Negotiation Act). Per General Counsel, Mike Duncan, the Corridor Authority would advertise. Consultants would submit proposals for services. Chairman Montgomery, Vice Chairman Norris and Secretary/Treasurer Anders would come up with shortlist of firms which would be provided to Board for ranking of top 3 candidates. The Chairman is able to direct negotiations or it can be done with the Board. The Board will make the final selection and the results will be posted. The general contract will be defined by individual Task Orders.

A Request for Proposals for Administrative Services was distributed (copy attached). This is not subject to CCNA compliance.

The Northwest Florida Transportation Corridor Authority hopes to advertise and receive responses for RFQ's within 30 days of 8/26/2010.

- C. **Discussion of CPA firm.**

CPA firm can do bookkeeping but no auditing; this must be independent.

Motion was made to approve moving forward with these solicitations following a technical review by legal counsel. Seconded and unanimously Approved.

#### **OTHER BUSINESS:**

Audits for 2008 and 2009 done. A financial report (dated August 26, 2010 and attached) was distributed.

Bay Bank accounts will be closed and funds moved to BB&T account.

Motion made, Seconded and unanimously approved to pay HDR Inv. 205319-H.

Ms. Sanders voiced displeasure with the lack of payment to attorneys as the amount is considerable. Ms. Sanders suggested a letter be sent to Harrison, Sale, McCloy, Duncan and Jackson to express appreciation for their services and patience. Motion made, Seconded and unanimously Approved for Chairman Montgomery to write the letter.

Draft 2010/2011 Budget Summary was distributed (attached). Chairman Montgomery asked if the Board could adopt this budget. Motion made, Seconded and unanimously Approved to adopt presented budget.

**BOARD COMMENTS:**

Chairman Montgomery introduced Amy Paulk as the interim admin to assist the Board with clerical, admin and financial business.

**PUBLIC COMMENTS:**

None.

Chairman Montgomery stated that the next NWFTCA meeting would be on 9/23/2010 at Port St. Joe, FL, Gulf County at 10:00 a.m. EST.

The meeting adjourned at 11:02 CST.