

NORTHWEST FLORIDA TRANSPORTATION CORRIDOR AUTHORITY MONTHLY MEETING

Meeting Minutes

April 25, 2013

1. Call To Order-Chairman Montgomery called to order the meeting of the Northwest Florida Transportation Corridor Authority at 10:00am CST on April 25, 2013 at the Destin City Hall, City Hall Boardroom, Destin, Florida.

Members Present:

Robert B. Montgomery, Chairman

Stephen K. Norris, Vice Chairman

James F. Anders, Secretary/Treasurer

Scott Gaby

Gordon Sprague

Cheryl Sanders

J. Carey Scott III

Mike Lewis with FDOT

Staff Present: Nick Beninate, General Counsel

Members Absent: None

2. **Welcome** Chairman Montgomery welcomed everyone to the NFTCA meeting in Destin, Florida.

3. **Approval of Minutes** **Regular Authority Meeting: January 24, 2013**

The meeting minutes were not voted on at the meeting. They will be presented again at the July 25, 2013 Board meeting for voting by Board members to accept them.

4. **Financial Report**

A. Presentation by Richard McKinney of Carr, Riggs & Ingram

Mr. McKinney said that Carr, Riggs has worked for the NFTCA since 2006. They were hired to do 5 years of audits. For 2013's audit, a letter of engagement was executed. The 2013 Audit is due June 30th. He brought a draft and requested the opportunity to present the final audit to the Board at the July 25th meeting. Mr. McKinney explained that our audit will reflect a shortcoming due to a state requirement of an accounting software that government-funded entities need to use. Many smaller cities and counties' audits will also show this shortcoming. The software is pricey so is not cost-effective for them to purchase. Carr, Riggs uses this software for the audits that they prepare. Why must the Corridor Authority have audits? The Attorney General requires it since the Authority is government-funded. There is also a 2nd level audit that is required due to receipt of earmark money from Florida Dept. of Transportation.

Mr. McKinney mentioned a liability insurance that he thought the Board would benefit from; it's called Directors' & Officers' Liability insurance. The Mid-Bay Bridge Authority Board members and Garcon Point Bridge Board members have this insurance. Alicia and General Council will get information regarding this insurance for the Board.

B. Review of Reimbursements To-Date

Bob Kellner explained to the Board that HDR is currently working through the adjustment of being the Consultant and administrative support. HDR is working very hard to maintain a transparency. As a result, HDR is working to streamline invoicing and creating templates for financial reports as well as the budget. We'd like an overview of the invoicing and turn this over to a 3rd party. Bob introduced Ms. Anita Mayer as the potential 3rd party. We would like to allow Ms. Mayer to work under HDR's contract and work with Alicia in a "firewall" capacity. Mr. Sprague asked if HDR's contract would allow this and Mr. Beninate said that it does. Mr. Scott offered to head up a sub group under the Financial Committee that would work with Ms. Mayer and Alicia so that this committee and its officers could stay as is. It was also requested that the funds be re-appropriated to allow HDR to bill for the admin services that they are currently handling. Mr. Beninate said that we might be able to have the Financial Committee handle this.

Motion was made to allow Ms. Mayer to work with HDR as financial administrative support, Seconded and unanimously Approved.

5. New Business

A. Approval of Invoice – Harrison, Sale, McCloy \$297.50

Motion made to approve, Seconded and unanimously Approved.

B. Approval of Invoice – HDR (Task 3), \$47,146.23

Motion made to approve, Seconded and unanimously Approved.

C. Approval of Invoice – HDR (Task 3), \$195,927.62

Motion made to approve, Seconded and unanimously Approved.

D. Approval of Invoice – HDR (Task 3), \$123,424.37

Motion made to approve, Seconded and unanimously Approved.

E. Presentation of Draft Master Plan

Steve explained that members of the Team had presented the draft Master Plan to almost all of the Board members and the Board attorney and the Plan was well received. Steve provided a brief re-cap of the comments received during the individual presentations that had been incorporated into the Plan.

A general discussion took place about some of the individual projects. Steve mentioned that this was designed to be a dynamic plan where projects were ranked per a scientific process. As additional information becomes available, projects may move up or down accordingly. Mr. Sprague suggested we consider combining projects and requested that the northern and eastern boundaries be more prominently displayed.

The Chairman mentioned that he has met several times with Secretary Prasad and others to discuss the Master Plan and the upcoming legislation and its effect on the Corridor Authority. Bob was asked to explain the 2 versions of the upcoming legislation.

The Houses' version of the legislation has provisions to create/find transportation projects for local governments and doesn't deal with the Authority. The Senates' version takes the same provisions but would re-vamp the Corridor Authority. Escambia and Santa Rosa would become an Authority; Okaloosa, Walton, Bay and Gulf would become another and Wakulla and Franklin would no longer be associated with an Authority.

Mr. Anders asked if this will be available following today's meeting. Steve said that it will be placed on the website after the suggested changes have been made.

Mr. Anders also asked what happens now; how do we go about funding these projects? Bob explained that we will make presentations of the Master Plan to the TPO's, legislatures, local governments, etc. for buy-in.

Motion made to approve the Master Plan with the suggested changes. Motion was Seconded and unanimously Approved.

6. Public Comments

Mr. Sprague said that he sits on other Boards which don't advertise their meetings the way that the NFTCA Board does and asked if this was required. He also mentioned that it was probably expensive to do this. Board Attorney said that we must advertise annually for all

of the upcoming year's meetings. If there are no changes to the dates and locations that have been advertised, then we can use the website for the notice of upcoming meetings.
Motion made, Seconded and unanimously Approved.

7. Proposed Next Meeting Date: July 25, 2013

Noted that this date and location needed to be confirmed as soon as possible.
Motion made, Seconded and unanimously Approved.

8. Adjournment

Chairman Montgomery called to adjourn the meeting.
Motion made, Seconded and unanimously Approved.

The meeting adjourned at 11:27 CST.