

NORTHWEST FLORIDA TRANSPORTATION CORRIDOR AUTHORITY MONTHLY MEETING

Meeting Minutes

October 24, 2013

1. Call To Order - Chairman Montgomery called to order the meeting of the Northwest Florida Transportation Corridor Authority at 10:00am EST on October 24, 2013 at the Franklin County Courthouse Annex, Apalachicola, Florida.

Members Present:

Robert B. Montgomery, Chairman

Stephen K. Norris, Vice Chairman

James F. Anders, Secretary/Treasurer

Scott Gaby

Cheryl Sanders

J. Carey Scott III

Gordon Sprague

Mike Lewis, FDOT

Staff Present: Nick Beninate, General Counsel

Members Absent: None

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

3. **Approval of Minutes**

Monthly Meeting: January 24, 2013

Motion made by Carey Scott to approve; Seconded by Jim Anders and unanimously Approved.

Monthly Meeting: April 25, 2013

Motion made by Gordon Sprague to approve; Seconded by Cheryl Sanders and unanimously Approved.

4. Financial Report

Bob Kellner introduced Anita Mayer as Financial person on the team. Anita will be providing financial oversight to the Board.

Anita explained the Financial Overview page that had recently been re-formatted per a request by the Board. Board Member Gordon Sprague asked if the budget rolls over each year. Anita said that it does and Steve Schnell explained how one year's budget changes the next year's budget.

Steve Schnell also explained the financial set-up of earmarks for funding of the Corridor Authority. Task 1 is Administration, Task 2 is Professional Services and Task 3 is Regional Transportation Planning.

Chairman Montgomery asked how the Board liked the new format for the Financials. Board Member Carey Scott said it was a great snapshot and what he thought the Board asked for.

Motion was made by Cary Scott to approve the revised Financial Overview format; Cheryl Sanders Seconded the motion and it was unanimously Approved.

5. New Business

The adoption of the 2013/2014 Budget (Third Amendment) was next on the agenda and Board Member Scott Gaby requested additional explanation of the Budget's format and several other Board members expressed confusion over the format and contents, too.

Following an explanation by Steve Schnell of the Third Amendment, Board Member Sprague made a motion to approve the budget.

Attorney Nick Beninate said that he doesn't think this budget format is appropriate. Board Member Cheryl Sanders agreed and said that she didn't feel comfortable voting to approve the budget in the format that was being presented. Board Member Gordon Sprague requested that the administrative staff reformat the budget.

Board Member Carey Scott said that the Third Amendment was comprehensive. Attorney Beninate said that he would like to see a combination of the Third Amendment and the Financial Overview be presented as the 2013/2014 Budget. He also stressed that there should be no change in numbers. Steve Schnell suggested including more detailed information to the Overview table. Chairman Montgomery also stated that he'd like for the word "Budget" to be included in the title of the document and requested that Carey Scott oversee the formatting. It was also requested that the changes be done by next Friday, 11/1/13. Another suggestion was that the document show financials only for 10/1/2013 through 9/30/2014 since the inclusion of previous years' information makes the document confusing.

Board Member Gordon Sprague amended his Motion to Approve the Budget following a reformatting by 11/1/13, with no change in numbers, and oversight of this formatting by Board Member Carey Scott. Board Member Cheryl Sanders amended her Second to reflect Gordon Sprague's stipulations. The Budget was unanimously approved.

Attorney Beninate brought a Resolution, required for Budget adoption. The Resolution needs to be revised to reflect the Budget voice vote. He needs a re-vote to accept his doing a revision to the Resolution to give to the Chairman for his signature.

Board Member Sprague made a motion to Approve the revision of the Resolution; Board Member Norris Seconded the Motion and it was unanimously approved.

- A. Approval of Invoice – Carr, Riggs, Ingram, \$1,237.00**
Motion made to approve by Gordon Sprague, Jim Anders Seconded and unanimously Approved.
- B. Approval of Invoice – Harrison Sale McCloy, \$2,936.89**
Motion made to approve by Scott Gaby, Steve Norris Seconded and unanimously Approved.
- C. Approval of Invoice – Harrison Sale McCloy, \$805.00**
Motion made to approve by Carey Scott, Steve Norris Seconded and unanimously Approved.
- D. Approval of Invoice – HDR (Task 1), \$9,787.53**
Motion made to approve by Gordon Sprague, Cheryl Sanders Seconded and unanimously Approved.
- E. Approval of Invoice – HDR (Task 1), \$12,133.69**
Motion made to approve by Jim Anders, Gordon Sprague Seconded and unanimously Approved.
- F. Approval of Invoice – GCI, \$23,613.97**
- G. Approval of Invoice – GCI, \$1,185.71**
- H. Approval of Invoice – GCI, \$1,417.49**
- I. Approval of Invoice – GCI, \$ 495.28**
- J. Approval of Invoice – GCI, \$ 395.24**
- K. Approval of Invoice – GCI, \$ 307.41**
There were questions about the GCI invoices now that Amy Paulk, GCI, no longer works for the Authority. Bob Kellner explained that once HDR took over the invoicing, we had to reconcile the financials. With the help of Anita, we now know what tasks were done and invoiced and what was left unpaid, which are the GCI invoices being presented to the Board. GCI will continue to have charges as they maintain the website. Board Attorney Beninate asked about the previous

fiscal year charges and Steve Schnell explained that they will be accounted for this fiscal year.

Motion made to approve invoices F-K by Steve Norris, Scott Gaby Seconded and unanimously Approved.

L. Presentation by Alan Roberts of Sunshine Shuttle & Limousine

Board Member Jim Anders introduced Mr. Alan Roberts of Sunshine Shuttle. Mr. Roberts provided PowerPoint presentation (attached).

M. Updates on Projects

Airport Connector / Eglin AFB

Bob Kellner mentioned that there have been communications between Eglin AFB staff and the Chairman. A 4/2013 letter had been sent from Eglin to the Chairman stating that the original conceptual approval for the Eglin Bypass was rescinded. Since then, dialogue has been on-going between the Corridor Authority and the Mid-Bay Bridge Authority to work jointly with Eglin and this has been continuing in a positive direction. With no Okaloosa County rep on the Authority Board, it's more difficult to keep things progressing.

US 331 Overview

Mike Lewis of FDOT provided update of the 3 separate projects along US 331:

- (1) Bridge Crossing of Choctawhatchee. Test piles are presently being driven with full production to begin early 2014.
- (2) Bridge to SR 20. Currently under construction with Anderson Columbia as the contractor. Anticipate a 12/2015 completion.
- (3) SR 20 to I-10. Design/Build contract that is currently in the Design Phase. Anticipate completion in 2016.

N. Update on Master Plan Coordination

Steve Schnell elaborated on the table (see attached) presented to the Board showing all of the outreach for the Master Plan. Explained that a majority of the outreach had been to Regional TPO's and has been very well received. We will continue to present as requests are received. Chairman Montgomery asked if any of the Board Members had received any requests; no one had.

Board Member Scott Gaby asked if there were any comments from FDOT on 319. Mike Lewis said that he thought a widening has been revisited. Mr. Lewis will check on this and get back to the Board.

O. Consideration of Purchase of Public Officials Liability Insurance Policy

Nick Beninate mentioned at the last Board meeting and the Auditor General in a letter to the Board suggested getting insurance coverage for the Board Members. Mr. Beninate received 3 quotes. All of the insurance policies have broad exclusions but the policy from Fisher Brown Bottrell has the fewest and provides

the broadest coverage. Mr. Beninate recommended the Fisher Brown Bottrell proposal.

Board Member Gordon Sprague made a Motion to Approve the purchase of Fisher Brown Bottrell Liability Insurance for the Board Members; Motion Seconded by Carey Scott and unanimously Approved.

P. 4th Amendment to the TRIP Joint Participation Agreement

This Agreement is separate from the main Agreement. This relates to a 2007 Agreement for a project near Mexico Beach. The Corridor Authority was involved peripherally in the contract, and since the Authority signed the original Agreement, we must be on any Amendments.

Steve Norris said that there was another Right-of-Way parcel that needed to be purchased on this project. Was that ever done? Mike Lewis with FDOT said that he didn't know anything about this project. Bob Kellner said that this is a time sensitive Amendment and the FDOT could lose this funding if it isn't used. The reason behind this Amendment is to advance the Design.

Board Member Steve Norris made a Motion to advance the Amendment; Carey Scott Seconded the Motion and the vote was unanimously Approved.

Q. 2014 Board Meeting Potential Dates and Locations

Alicia Stephen provided a list of potential meeting dates and locations:

1/23/14 – Pensacola

4/24/14 – Destin

7/24/14 – Panama City

10/23/14 – Apalachicola

Bob Kellner said that we are required to travel among the Corridor Authority's Counties. If we adopt a meeting schedule at the beginning of the year, we can save money by advertising the upcoming Board meetings one time and uploading the information on the website and this will meet our advertising requirements.

Bob suggested that since we recently met in Panama City and Apalachicola, we should consider having the 7/24/14 meeting in Port St. Joe and the 10/23/14 meeting in Crawfordville.

Carey Scott made a Motion to Approve the schedule with the change of meeting locations of Panama City to Port St. Joe and Apalachicola to Crawfordville. Steve Norris Seconded the Motion and the vote was unanimously Approved.

6. Public Comments – None.

7. **Proposed Next Meeting Date:** January 23, 2014 in Pensacola.
Motion made by Jim Anders to Approve Pensacola as the meeting location; Seconded by Cheryl Sanders and unanimously Approved.

8. **Adjournment:**
Board Member Steve Norris made the Motion to adjourn, Motion was Seconded by Carey Scott and unanimously Approved.

The meeting adjourned at 11:40 a.m. EST.