

February 28, 2019
Infrastructure Surtax
Advisory Committee
Meeting

The regular meeting of the Okaloosa County Infrastructure Surtax Advisory Committee was called to order at 10:00 a.m. in the Okaloosa County Administration Building, 1st Floor Training Room. Members present were Ms. Kathleen Sharon, District 3 member (Chairman); Mr. Jim Foreman, District 5 member (Vice Chairman); Mr. Henry Berry, District 1 member; Brig. Gen. (Ret) Robert Buhrow, District 2 member; and Mr. Matthew Turpin, District 4 member. Also present were Hon. Carolyn Ketchel, District 2 Commissioner; Mr. John Hofstad, County Administrator; Ms. Kay Godwin, Deputy County Administrator; Mr. Greg Kisela, Deputy County Administrator; Mr. Jason Autrey, Public Works Director; Ms. Charlotte Dunworth, Interim Budget Director, Mr. Jordan Steffens, Finance Director; Mr. Gary Stanford, Director of Treasury & Board Services; Mr. Danny Dillard, Town of Cinco Bayou Councilman and Mayor Pro Tem; Mr. Keith Williams, Town Manager; and Ms. Crystal Weatherington, Town Engineer.

Opening Remarks and Approval of Previous Meeting Minutes

The meeting was opened by Ms. Sharon. Mr. Foreman made a motion to approve the previous meeting minutes, with a second by Mr. Turpin. The minutes were approved, 5-0.

Public Comments

Mr. Dave Skarzynski, 2456 Bell Ridge Drive, Crestview, had three questions for the committee:

1. Were the meeting minutes posted anywhere on the County's website for public viewing?
2. Which category do sidewalk projects fall under? Public Safety or Roads?
3. Why wasn't the Sheriff's Training Facility project costs broken down more specifically, i.e. land purchase cost, facility cost, lead traps costs, etc.

Mr. Stanford explained that sidewalks fall under roads and streets according to the Uniform Accounting Systems manual. Mr. Hofstad stated that the minutes were not currently posted on the County's website, but will be in the future. Ms. Sharon explained that due to the close proximity of all the items, the Sheriff's Training facility project was lumped together as one project cost. Mr. Kisela added that it is very difficult to break down all projects and Mr. Hofstad said it is a little premature to have a breakdown. These projects were just brought before the Board and endorsed by the Board.

Presentation by Town of Cinco Bayou

Ms. Crystal Weatherington, Town Engineer for Cinco Bayou, gave a slide presentation on a proposed joint stormwater project. It involves Glenwood Park that is currently being used for stormwater retention. The main issues are streambank erosion, point source pollution, invasive Chinese Privet, and channel instability. Mr. Turpin asked if permits would be required. Ms. Weatherington replied yes, with both Florida Department of Environmental Protection and the Army Corp of Engineers. Commissioner Ketchel stated that this proposal was brought to her and she walked the entire park with Mr. Kisela. There was a lot of trash, etc. and that the baffle boxes would help. Water quality issue is a main concern of hers and she fully supports this initiative. Mr. Kisela explained that this is the first of many partnerships the committee will have to consider. This is a \$650,000 project. The State is granting \$350,000 towards this project, with Cinco Bayou giving \$150,000 and asking the County for \$150,000. Commissioner Ketchel stated that she will not be supportive of a lot of joint projects, but is saying yes to this one because of the water issue. Ms. Weatherington explained that there is a lot of stormwater coming in from Uptown Station. Mr. Hofstad discussed a project between the City of Fort Walton Beach and Uptown Station years ago. Fort Walton beach installed several separators. Ms. Sharon stated that this is a very worthwhile project, but suggested we talk to the City of Fort Walton Beach first. Mr. Turpin asked what the timeline for this project was and Ms. Weatherington stated 120 days. Mr. Hofstad he will coordinate between Fort Walton Beach, the County, and Cinco Bayou. Ms. Sharon asked for an update at next months meeting.

Projects List Funding Approval Discussion

1. Mr. Autrey began by giving a brief history on the development of the SW Crestview Bypass Project. Mr. Bob Kellner with HDR Engineering stated that FDOT is moving forward with the I-10 Interchange project, which ties into the SW Bypass Project. Mr. Autrey said the cost of the entire SW Bypass project is estimated at \$200,000,000 pending final design. This includes design and construction of the interchange with I-10 by FDOT. The first requested amount for FY19 will be \$2,000,000: Program Management - \$200,000; Triumph Application Update - \$50,000; Construction Engineering - \$150,000; Raspberry Road Alternatives Analysis and RFP Development - \$1,600,000. The City of Crestview is putting \$8,000,000 into the Raspberry Road route.

2. John King Widening and Intersection Improvements. The project has been tasked to a qualified Engineering consultant for design and permitting. Anticipated time to design and permitting completion is in the spring of 2020 with construction to begin in the spring of 2021. Total Project Cost is estimated at \$2,200,000 pending final design. Requested for FY 19 is \$550,000. Note that \$100,000 has previously been approved for this project

so the additional request is for \$450,000. Work to be completed includes: Completion of design and coordination with FDOT (supplement to prior approval) and acquisition of right of way (including stormwater treatment areas). Mr. Autrey also commented that FDOT is planning on doing some other work in this area soon, therefore we need to move on this. Timing is everything.

3. Carmel Drive & Beal Parkway Intersection improvements. Staff requests submitting the CIGP application to FDOT in the current cycle, but requires the development of the engineering schematic and grant application. Total Project Cost are to be determined based on the approved schematic, but are estimated at \$3,000,000 in total. It is expected that FDOT funding would be available to defer up to 50% of the total project costs. Requested for FY 19 is \$25,000 for: Development of Engineering Schematic & CIGP Grant Application. Mr. Autrey added that the \$3,000,000 is a very inflated estimate.

Ms. Sharon stated that she would like to see a map of the projects and where they are located in the future. This would give her a better perspective as to the location of the project. She would also like to see each month an updated projects list that includes what district the project is in, what category does the project fall into (Public Safety, Roads, or Stormwater), and if there is any funding from outside agencies for the project. Mr. Turpin stated that he would like to see the amount of revenue coming in prior to making any expenditure decisions. Mr. Turpin also asked about the amount the County gets to draw against the incoming revenue. Mr. Stanford and Mr. Kisela explained and Mr. Kisela said that the County will have approximately \$8,000,000 to allocate between now and September 30, 2019.

Office of Management & Budget

Ms. Dunworth opened and explained that she has assigned project numbers to each project and you will be able to see any matching dollars from other funding sources such as State funding, etc. Also, next month you will see an updated dollar amount on the reports. There are three positions that need to be funded to manage these projects; A project engineer/manager, and procurement position, and a project administrator. It will be clearly stated in each job description that these positions are surtax funded and will sunset when they are no longer needed. Mr. Kisela added that the County will not need all three positions immediately, but need to first hire the Project Manager. These positions are not operating costs, but capital costs. Mr. Forman asked if these positions were going to keep track of the dollars from other funding sources in which Mr. Kisela replied yes. Mr. Turpin asked if these were to be considered County employees and Mr. Kisela explained yes they were. It is much more expensive to outsource. Mr. Hofstad emphasized that these positions would spend 100% of their time to surtax projects and not any other County business. Mr. Buhrow moved to approve the Project

Manager position. Second by Mr. Berry. Motion approved 5-0. Mr. Hofstad stated that there will be an update on each project at each meeting, especially if the project runs into funding/overage issues. Mr. Turpin moved to approve the projects discussed, not to exceed an amount of \$2,475,000 for all projects, with a second by Mr. Buhrow. Motion approved 5-0.

Public Comments

None.

Mr. Stanford introduced the new Finance Director, Mr. Jordan Steffans. The next meeting was scheduled for Thursday, March 21, 2019 10:00 AM, location TBD.

ADJOURNMENT

The meeting adjourned at 11:11 a.m.

(These minutes were transcribed by Grant Dugre)