

July 22, 2020
Infrastructure Surtax
Advisory Committee
Meeting

The regular meeting of the Okaloosa County Infrastructure Surtax Advisory Committee was called to order at 9:00 A.M. in the Okaloosa County Administration Building, Board of County Commissioners Meeting Room. Members present were Ms. Kathleen Sharon, District 3 member (Chairman); Mr. Matthew Turpin, District 4 member (Vice Chairman); Mr. Henry Berry, District 1 member; Brig. Gen. (Ret) Robert Buhrow, District 2 member; and Mr. Jim Foreman, District 5 member. Also present were: Honorable J.D. Peacock, Mr. John Hofstad (via Zoom), County Administrator; Mr. Craig Coffey, Deputy County Administrator; Mr. Jason Autrey (via Zoom), Public Works Director; Ms. Faye Douglas, Office of Management & Budget Director; and Mr. Steve Schmidt, Surtax Project Manager, Mr. Jordan Steffens, Clerk of Court's Finance Director, and Ms. Haley Revels, Clerk's Office.

Opening Remarks and Approval of Previous Meeting Minutes

The meeting was opened by Ms. Sharon and Mr. Hofstad stated that the meeting had been properly noticed in accordance with section 286.011, Florida Statutes on 6-25-2020.

Approval of Previous Meeting Minutes

Mr. Buhrow made a motion to approve the previous meeting minutes as written. It was seconded by Mr. Turpin. Approved 5-0.

Public Comments

Mr. Dave Skarzynski: Mr. Skarzynski had a question about the 6 canines that were previously approved for purchase by the Sheriff's Office and the subsequent recent purchase of a 7th. After discussion, Ms. Sharon asked that a complete break-out of the project be completed and that Mr. Schmidt give a summary before the next meeting. Mr. Turpin also wants to know if a project has an excess, the committee needs to know.

Mr. Skarzynski requested that the district be added to the list of chip seal projects that were approved and that the list be posted on the County webpage. Mr. Autrey stated that the district could be added, but reiterated that the projects will not be a 50/50 split between Districts 1 & 3.

Presentations

Mr. Mark Galvin (via Zoom), Hilltop Securities: Mr. Galvin went through his

slide presentation to the committee on financing options for the 911 Communications Project and opened up for questions. Discussion ensued and Ms. Sharon stated that the committee cannot make a suggestion on which option to go with now. More information is needed with the contract, etc. Table financing options for now until the contract is awarded.

Mr. Brad Collins, HDR: Presented a slide presentation and updated the committee on the progress of the SW Crestview Bypass project.

Projects List Update

A. Mr. Schmidt covered changes since last meeting. Added Lake Lorraine Project. Percent (%) complete of each project now represents A-Z completion percentage.

B. Added Lake Lorraine Stormwater. Ms. Sharon asked when a ST# is assigned to a project. Mr. Schmidt stated that he coordinates with the Clerk's Office and when he starts to spend money and time on the project is when. Mr. Steffens added a budget is not established until the project is approved by the committee and the Board. ST#'s are set up in the system then to track the project.

C. Mr. Schmidt covered the SW Crestview Bypass Funding Summary.

Funding Discussion

Mr. Autrey stated that more staff attention is needed to monitor the numerous projects efficiently. Many are moving into the heavy construction period. Requesting committee approval to hire a Surtax Project Coordinator with an annual salary of approximately \$100,000 including benefits. Mr. Foreman made a motion to approve. Second by Mr. Buhrow. Approved 5-0.

Clerk of Circuit Court & Comptroller

Mr. Steffens introduced Ms. Haley Revels who will be modifying the Clerk's Summary Financial Report going forward. Went over the report in detail. He does not see the need to finance the communications center now since there is plenty of cash on hand. Discussion ensued concerning funds available. Mr. Steffens stated that a large portion of the surtax funds are invested.

Office of Management & Budget

Ms. Douglas made a clarification to the Hilltop Securities Presentation. On page 2 of Mr. Galvin's presentation, the following statement was made:

- County's Budget Director has estimated 2021 Infrastructure Revenues to be \$12,327,545

Ms. Douglas corrected the number to \$14,028,995. That number came from

earlier in the budget process when Ms. Douglas discussed future sales tax revenues with Mr. Galvin, but she updated the budget number later.

Public Comments

None

Schedule Next Meeting Date

The next meeting is scheduled for Wednesday, September 16, 2020, 10:00 am, location TBD.

ADJOURNMENT

The meeting adjourned at 10:13 A.M.

(These minutes were transcribed by Grant Dugre)