



August 16, 2023  
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 Board of County Commission Chambers, located in the Okaloosa County Courthouse, 101 James Lee Boulevard East, Crestview, FL 32536. Members present were: District 4 representative: Chairman Matthew Turpin; District 1 representative: Larry Ward; District 2 representative: Vice Chairman Jeff Fanto; District 3 representative: Hannah Wilburn; District 5 representative: Jim Foreman. Also present were: Jason Autrey, Public Works Director; J.D. Peacock, Okaloosa County Clerk; Roy Petrey, Engineering Manager; Carisse LeJeune, Surtax Project Manager; DeRita Mason, Purchasing Manager; John Hofstad, County Administrator; Craig Coffey, Deputy County Administrator; Joshua Allen, Board Services Director; Nick Tomecek, Public Information Officer; Steve Blalock, Project Engineer; Glynn Stringer, Surtax Project Coordinator; Melissa Wilson, Surtax Project Coordinator.

**Opening Remarks and Approval of Previous Meeting Minutes**

The meeting was opened by Chairman Matthew Turpin. Ms. Carisse LeJeune advised the meetings are recorded for public records. Mr. John Hofstad stated that the meeting had been properly noticed in accordance with section 286.011, Florida Statutes on June 29, 2023.

**Approval of Previous Meeting Minutes**

Chairman Turpin opened by thanking the team for putting the meeting together and furthered with entertaining a motion to approve the previous meeting minutes as written. Ms. Hannah Wilburn motioned and motion was seconded by Vice Chairman Jeff Fanto. Approved unanimously 5-0.

Chairman Turpin inquired if there were any public speaking cards or public comments. None were noted.

Chairman Turpin asked for any presentations. None were noted.

**Public Comments**

None.

**Presentations**

None.

**Project Updates**

Chairman Turpin opened the floor for project list summary update. Ms. LeJeune opened the floor to Mr. Jason Autrey for SW Crestview ByPass.

- A. June 30, 2023 Surtax Project updates –
  - a. SW Crestview ByPass (ST000009) / District 3 –

Mr. Autrey noted Triumph money is now anticipated to be received after extensive work has been completed to resolve unanticipated and increased grant requirements. Mr. JD Peacock added Triumph funds are a part of the project cash flow.

- b. CR HWY 2 Widening and Resurfacing (ST000014) / Districts 1 & 3 –  
Ms. LeJeune advised the preconstruction meeting was held last week (August 7, 2023).
- c. Lake Loraine Stormwater Improvements (ST000022) / District 2 –  
Project is complete.
- d. Santa Rosa Blvd Improvements (ST000024) / District 2 –  
County Staff met with Florida Power and Light (FPL) to discuss the potential for undergrounding utilities along the project corridor, and updates will be provided. Vice Chairman Fanto inquired about who was driving the inquiry into placing the utilities underground. Mr. Autrey advised the drivers are the Commissioners, residents, and FPL. He further added the cost estimate is roughly \$10 million and could be planned in phases. Mr. Autrey noted that underground utilities could face storm surge issues. Vice Chairman Fanto inquired if the underground installation would be on the side of road. Mr. Autrey stated they would drop under the same current location with accommodations for the close proximity utilities by a joint trench and not a duct bank. Chairman Turpin asked if there were any known objections to the potential of underground utilities and Mr. Autrey stated there is support. Discussions ensued.
- e. Bob White Drive Stormwater Improvements (ST000025) / District 4 –  
Substantial completion has been issued and project will be complete soon.
- f. Live Oak Church Road Improvements (ST000028) / District 1 –  
The construction contract was presented to the Board of County Commissioners (BCC) on August 15, 2023. Contract modification to liquidated damages was requested by BCC. Once modifications have been agreed upon and secured, contract will be presented again to BCC again.
- g. Willow Grove Lane Stormwater Improvements (ST000029) / District –  
On agenda for full discussion.
- h. College Boulevard Improvements (ST000030) / Districts 1, 3, & 5 –  
Traffic survey is complete. Will be looking for a traffic design consultant. The design for the multi-use pathway has a Task Order (TO) that will be on the Intent to Award (ITA) list.
- i. Old Bethel Road Sidewalk Improvements (ST000027) / District 1 –  
Chairman Turpin inquired if there was a grant for Old Bethel. Mr. Autrey advised no grant is associated with the project.

B. Surtax Project Reconciliation –

- a. Ms. LeJeune advised the committee that both the Lake Lorraine and Old Bethel projects will be moved to closed status. Opened for questions regarding reconciliation.
  - i. Chairman Turpin asked about the Revenue totals.
    - a. Mr. Peacock added the Clerks office may stop current duplication of reporting efforts on the financial management side. Discussions ensued.
    - b. Ms. Wilburn asked for more insight on a project with ninety percent (90%) spent and eight percent (8%) complete. Ms. LeJeune advised the spent amount is based on the existing budget, and percent complete is based on

the project schedule timeline. For example, a project that is in preliminary design phase may have a current budget only for that phase and 90% of the preliminary design and budget is complete, whereas the overall project schedule through construction is only 8% complete.

C. SW Crestview Bypass Summary –

- a. Ms. LeJeune reviewed the information presented and Mr. Autrey updated the current status of the progress. Mr. Nick Tomecek presented Phase V project video.

D. Annualized Funding Projection –

- a. Ms. LeJeune advised the spread sheet is a living document and legends have been added at the bottom of the document. She reviewed the information presented and asked if there were any question. No questions were noted.

E. Staff Report Agenda Items –

1. Willow Grove Lane Stormwater Improvements (ST000029) / District 4 –

Ms. LeJeune advised Willow Grove is a fairly new project to improve an existing drainage ditch and extension to the north service area to mitigate severe flooding. A survey of the surrounding easements bordering Eglin Air Force Base property will also be conducted. Staff is requesting \$80,000 for design of the project. Chairman Turpin inquired if the requested \$80k was included in the \$4 million original estimate project budget. Mr. Autrey advised it is included and this request is not for an extra project.

Chairman Turpin entertained a motion to approve. Ms. Wilburn motioned to approve \$80k for design and Mr. Foreman seconded. Motion approved 5-0.

2. Overbrook Area Stormwater (ST000011) / District 4 –

Ms. LeJeune stated Staff is requesting \$78,200 for a design extension plus contingency which goes beyond the original scope of the project, and land valuation of easement. \$250,000 has been received through a non-match grant from the Florida Department of Environmental Protection (FDEP) for the predesign study, design, and permitting. An amendment to the grant for an additional \$750,000 for construction was also secured. The Air Force Base requires a land valuation for easement which costs \$13,300. The current project is 100% designed. The scope would extend repairs to an additional portion of ditch and build an additional retention pond to control stormwater flows from multiple areas in the surrounding neighborhoods. The design extension cost is \$64,900 which includes contingency. Mr. Steve Blalock provided some background insight on the stormwater needs and added Florida Representative Maney is strongly in favor of project. Vice Chairman Fanto asked if there would be recurring costs. Mr. Autrey advised the County doesn't anticipate any. Further discussions ensued.

Chairman Turpin entertained a motion to approve. Mr. Foreman motioned to approve. Vice Chairman Fanto seconded. Motion approved 5-0.

3. John King Road Improvements FDOT Grant Match (ST000004) / District 4 –  
Ms. LeJeune stated that the project is at 90% design and currently in the right-of-way acquisition phase. The County has received a draft agreement from the Florida Department of Transportation (FDOT) for a County Incentive Grant Program (CIGP) grant for construction in the amount of \$2,229,710.13 with a 50/50 required match. The request will be presented to the Board of County Commissioners (BCC) in September 2023 to approve the grant agreement and the \$1,114,856 grant match. Staff is requesting Surtax funding for the grant match. Mr. Autrey added that the scope and project costs have increased due to new regulations from the Northwest Florida Water Management which requires a retention pond for the project.

Chairman Turpin entertained a motion to approve. Mr. Ward motioned to approve and Ms. Wilburn seconded. Motion approved 5-0.

4. Northwest Crestview Bypass (ST000015) / District 1 –  
Ms. LeJeune advised the Alternate Corridor Evaluation Report (ACER) Final Draft is being reviewed by County engineering staff, and preserving roadway access and connectivity in the vicinity of the Northwest Crestview Bypass is desired by the Board of County Commissioners. Staff is requesting Surtax funding in the amount of \$100,000 to acquire an appraisal, legal description with drawing, and acquisition of property to preserve roadway access. Chairman Turpin requested the size of the property (acres). Ms. LeJeune advised the team is waiting for legal description to provide the exact property dimensions. Discussions continued.

Chairman Turpin entertained a motion to approve. Mr. Ward motioned to approve and Ms. Wilburn seconded. Motion approved 5-0.

F. Public Communications Strategy Discussion –

1. Ms. LeJeune presented the outline for communication strategy per committee request and Mr. Tomecek provided supporting PowerPoint presentation. Mr. Autrey noted an updated project needs list will need to be developed. Chairman Turpin mentioned the Chambers were big advocates in the beginning with speaking opportunities. Mr. Autrey agreed and discussions ensued.
2. Ms. LeJeune presented changes made to the Surtax Webpage, and the new Surtax Project Road Signage for review. Ms. Wilburn requested the top five (5) projects talking points with specific data for speaking events. She also suggested making “WORKING FOR YOU” bigger on the new road sign to stand out more, and also recommended the Surtax webpage include completed projects under the District tabs with greyed out fonts or “click here” for completed projects tab. Vice Chairman Fanto also requested that more emphasis be placed on the SURTAX section of the sign so it will stand out more.

Mr. Autrey requested a consensus to shift from draft communications strategy to policy and suggested adding speaking opportunities to the policy. Chairman Turpin asked for any objections. None were noted and a consensus was given to move the draft to policy.

**Office of Management and Budget**

Mr. Peacock advised that Ms. Faye Douglas is currently preparing for a Budget meeting and was unable to attend.

**Clerk of Court and Comptroller**

Mr. Peacock added we have a great team in place and encouraged reaching out to the cities for coordination efforts in Surtax messaging.

**Public Comments**

None.

**Schedule Next Meeting**

The next meeting will be scheduled for 10:00 am on Wednesday, November 1<sup>st</sup>, 2023 in the south portion of the County, location to be determined.

**Adjournment**

Chairman Turpin entertained a motion to adjourn. Vice Chairman Fanto motioned to adjourn and Mr. Foreman seconded. Motion approved 5-0.

The meeting adjourned at 11:23 am.

Respectfully Submitted,

Melissa Wilson

Surtax Project Coordinator