



October 16, 2024
Infrastructure Surtax Advisory Committee
Meeting

The regular meeting of the Okaloosa County Infrastructure Surtax Advisory Committee (ISAC) was called to order at 10:00 am on the first floor, Board of County Commissioner Chambers, located in the Okaloosa County Administration Building at 1250 Eglin Parkway N, Shalimar, FL 32579.

Members present were: District 4 representative: Chairman Matthew Turpin; District 1 representative: Larry Ward; District 3 representative: Hannah Wilburn; District 5 representative: Jim Foreman.

Also present were: JD Peacock II, Okaloosa Clerk of Courts; Faye Douglas, Office of Management & Budget (OMB) Director; Joshua Allen, Okaloosa Clerk of Court, Board Services Director; Scott Bitterman, County Engineer; Carisse LeJeune, Surtax Project Manager; Roy Petrey, Engineering Manager; Stephen Blalock, Project Engineer; Dylan Schroeder, Engineer in Training; Melissa Wilson, Surtax Project Coord.

Opening Remarks and Approval of Previous Meeting Minutes

The meeting was opened by Chairman Matthew Turpin. Ms. Faye Douglas stated that the meeting had been properly noticed in accordance with section 286.011, Florida Statutes on July 31, 2024.

Chairman Turpin inquired if there were any public speaking cards or comments, but none were noted.

Approval of Previous Meeting Minutes

Chairman Turpin called for a vote regarding the approval of the meeting minutes. Mr. Jim Foreman made the motion, and it was seconded by Mr. Larry Ward. The motion passed unanimously with a 4-0 vote.

Public Comments

None.

Presentations

None.

Project Updates

Chairman Turpin initiated the discussion with an agenda item dedicated to project updates.

A. Project List Update –

Ms. Carisse LeJeune provided the project status as of September 30, 2024 and financials through August 31, 2024, due to the fiscal year end. Key project updates include:

- **John King Road:** 100% design complete, eminent domain filing in Nov. 2024 for right of way.
- **Southwest Crestview Bypass (PJ Adams):** Widening substantially complete; negotiations ongoing for remaining easement.
- **County Road 2:** Expected completion by year-end.

- **Northwest Crestview Bypass:** Corridor evaluation is complete, and an alternate route has been approved by the board. The FDOT grant supporting the project is closing out, and additional right of way is being acquired for corridor preservation.
- **Dirt Road Stabilization:** The final task order is almost complete, with the remaining roads to be stabilized with Lime Rock, and some portions will be paved.
- **Live Oak Road:** Completion anticipated by February 2025.
- **Brittany Woods Ditch:** As part of the Willow Bend Green Acres stormwater improvements, this project is moving into the construction phase with an invitation to bid being developed.
- **College Blvd. Forest Road Multi-Use Path:** 100% plans have been received and are under review. The project is also being reviewed by Eglin.
- **Echo Circle:** This project will go before the Board of County Commissioners on Nov. 5, 2024 for design task order and RESTORE funding approval. It will help mitigate flooding in several neighborhoods and restore wetlands.
- **Union Avenue Stormwater:** 100% plans are under review, and an invitation to bid will follow, which will require further funding approval.
- **West 98 Collector Transportation Improvements:** A PD&E study is underway in cooperation with FDOT and the U.S. Air Force, focusing on transportation capacity and safety. FDOT is providing a 50/50 matching grant and the Air Force is contributing funding to the environmental assessment.
- **State Road 85 Crestview Evening Relief:** The closing for the right of way property purchase necessary for the project's stormwater permit is anticipated by the end of October.
- **Traffic Management Center:** A task order will be issued to update the 100% plans to meet revised building codes, followed by the bidding process for construction.

Ms. LeJeune welcomed any questions from the committee.

Chairman Turpin asked if there were any further questions from the committee. No additional questions were raised.

B. Revenue/Expense Summary –

Ms. Carisse LeJeune provided an overview of the revenue and expense summary as of the end of August 2024. She clarified that the completion percentages shown are based on the current phase of each project. For example, College Blvd. Improvements show low percentages (5% spent, 7% complete) because the project is still in the design phase. These figures will increase once construction begins.

Chairman Turpin asked for an update on the Sheriff's communication towers. Ms. LeJeune explained that the towers are built, and equipment installation is nearly complete, with personnel training to follow.

Chairman Turpin then asked if there were any questions regarding the summary. No additional questions were raised.

C. SW Crestview Bypass Funding Summary –

Ms. Carisse LeJeune provided a financial update as of the end of August 2024, noting the PJ Adams widening project is nearing completion and remains well within budget. She expressed confidence that all necessary funds are available to finish the project.

Chairman Turpin asked if there were any questions. No additional questions were raised.

D. Webpage Dashboard –

Ms. Carisse LeJeune explained that the next five pages represent a static version of the project's dashboard available on the County's website. She highlighted the \$216 million total project budget, with only \$62 million coming from Surtax funds, showcasing strong fiscal management and the leveraging of grants and partnerships.

Ms. LeJeune also mentioned efforts to increase public engagement with the Surtax Infrastructure webpage and encouraged spreading the word to drive more traffic to the webpage.

Chairman Turpin thanked Ms. LeJeune, and no further questions were raised.

E. Annualized Funding Projection –

Ms. LeJeune reviewed updates to the living document, noting adjustments that moved previously earmarked but unallocated funds into future years. She highlighted the progress on completed projects and upcoming transportation and stormwater projects. Restore grant funding will cover design costs for the remaining stormwater projects, with construction funding requests to follow.

Revenue projections from 2025 onwards are based on \$14 million annually, with a \$23 million surplus expected by the end of FY 2024.

Chairman Turpin confirmed no questions, and praised the good news. No questions were posed.

Agenda Items and Discussions

Chairman Turpin initiated the Staff Reports discussion.

A. Staff Report – Hill and Lovejoy Intersection Improvements Project / District 4 –

Ms. LeJeune requested a recommendation for allocating \$400,000 from fiscal year 2025 Surtax Reserves for the Hill and Lovejoy Intersection Improvements project. She explained that the existing traffic lanes and signal phasing are based on outdated traffic patterns and do not reflect current needs, particularly with the addition of a new recycling facility and the Southern Public Works complex in the area.

The funds will be used to hire a consultant for a traffic study and design, with approximately 15% of the allocation expected to cover the study costs. County crews will handle the necessary signal and striping adjustments identified in the design. Any remaining funds will be returned to the Surtax Reserve.

Chairman Turpin asked for questions or comments. Hearing none, he called for a motion to approve the request. Ms. Hannah Wilburn made the motion, which was seconded by Mr. Foreman. The motion passed unanimously with a 4-0 vote.

B. Staff Report – Ellis Road and West Dodson Road Improvements Projects / District 3 –

Ms. LeJeune requested a recommendation for allocating \$1,118,000 from fiscal year 2025 Surtax Reserves for improvements to Ellis Road and West Dobson Road. The improvements include reshaping, repairing, stabilizing, and paving both roads. She noted that although the original

needs list estimated the cost at \$1.1 million, the work to be completed in-house would reduce the actual cost to approximately \$600,000. The remaining \$518,000 would be used to continue the county's Dirt to Pave program, allowing for additional paving on stabilized roads.

Chairman Turpin asked for questions or comments. Hearing none, he called for a motion to approve the request. Mr. Foreman made the motion, which was seconded by Ms. Wilburn. The motion passed unanimously with a 4-0 vote.

C. Staff Report – Northwest Crestview Bypass Project (ST000015) / District 1 –

Ms. LeJeune requested a recommendation for allocating \$300,000 for the acquisition of property necessary for corridor preservation related to the Northwest Crestview Bypass. She noted that acquiring these properties now would lead to substantial cost savings compared to later acquisition during road construction. The property is appraised at \$260,000, and the owner has agreed to sell at that amount. The requested funds would also cover closing costs and legal fees, with any remaining funds held for additional right-of-way acquisitions as opportunities arise.

Mr. Bitterman explained that developers often inquire about building subdivisions on these parcels. However, with the identified bypass corridor, it's crucial to preserve the area for infrastructure. Without the corridor's alignment, acquiring the property later could cost \$10 to \$20 million. The property is adjacent to Mill Creek, which will require a stormwater pond.

Chairman Turpin asked for questions. Hearing none, he called for a motion to approve the request. A motion was made by Mr. Ward and seconded by Ms. Wilburn, passing unanimously with a 4-0 vote.

D. Staff Report – Lloyd Street Area Stormwater Improvements Project (ST000012) / District 4 –

Ms. LeJeune requested a recommendation for an additional \$14,000 for the Lloyd Street project, which is on the original needs list. The design has been funded by Restore grant dollars totaling \$250,000, and the project is currently at 60% design completion. However, discrepancies were found when comparing a new survey with an older one, prompting the need for an additional survey to clarify the findings before advancing to 90% design.

Chairman Turpin asked for questions and then entertained a motion to approve the request. Ms. Wilburn made the motion, which was seconded by Mr. Ward. The motion passed unanimously with a 4-0 vote.

Office of Management and Budget

Ms. Faye Douglas reported that the state estimate for Surtax revenues this year is lower than last year's figures. However, she noted that the estimates are still being refined, with projections exceeding \$20 million. As of 2023, the fund balance stands at \$50 million.

Ms. Douglas highlighted that many projects are 100% in design, positioning them well for upcoming construction. The available funds exceed the requirements for these projects and any future initiatives. She concluded by affirming the strong financial position of the department.

Chairman Turpin thanked Ms. Douglas for her report and no questions were raised.

Clerk of Court and Comptroller

Mr. Peacock expressed his admiration for the team's work and the committee's oversight regarding the Surtax program. He emphasized that this model serves as a blueprint for other communities seeking to engage and gain support from their citizens. Mr. Peacock believes this approach will be instrumental when the time comes to request renewal from the public. He concluded by thanking everyone involved for their continued efforts.

Chairman Turpin acknowledged Mr. Peacock's remarks with appreciation.

Public Comments / Open Discussion

None.

Schedule Next Meeting

Ms. LeJeune reminded the Committee that they need to meet again to review and approve the Surtax Annual Report to present to the Okaloosa Board of County Commissioners, before January 31, 2025. The next ISAC meeting is tentatively set for January 9th, with December 19th as a backup date.

Ms. LeJeune will send out "save the dates" for both meetings, and the location will be confirmed based on availability, preferably in Crestview at the TBD address.

Adjournment

Chairman Turpin motioned to adjourn, seconded by Ms. Wilburn.

The meeting adjourned at 10:36 am.

Respectfully Submitted,

Melissa Wilson

Surtax Project Coordinator