

**Holmes County-Washington County Joint Infrastructure Committee Meeting  
Log Cabin - Bonifay  
July 19, 2016; 10:00 a.m.**

**Participants:**

Ashley Pettis	Holmes Co Development Commission	<a href="mailto:Hcdc1978@gmail.com">Hcdc1978@gmail.com</a>
Roger Brooks	City of Bonifay	<a href="mailto:rogerbrooks@centurylink.net">rogerbrooks@centurylink.net</a>
Geri Gibson	City of Bonifay	<a href="mailto:cityofbonifay.jeri@embarqmail.com">cityofbonifay.jeri@embarqmail.com</a>
Carter Johnson	FDOT	<a href="mailto:carter.johnson@dot.state.fl.us">carter.johnson@dot.state.fl.us</a>
Ted Everett	Washington County Chamber/EDC	<a href="mailto:ted@washcomall.com">ted@washcomall.com</a>
Bill Parish	Holmes County	<a href="mailto:wtparish@gmail.com">wtparish@gmail.com</a>
Jim Town	Washington County	<a href="mailto:Jim_bea@bellsouth.net">Jim_bea@bellsouth.net</a>
Charles Kent	Washington County BOCC	<a href="mailto:ckent@washingtonfl.com">ckent@washingtonfl.com</a>
Susan Estes	Opportunity Florida	<a href="mailto:susane@opportunityflorida.com">susane@opportunityflorida.com</a>

Jim Town gave the group a summary of the “Play Book” for the Corridor Authority.

He referred first to the table of contents for the Play Book. He noted the information would be much more extensive but would serve as a way to keep all the information coordinated. It will also include the basis for the Requests for Proposals (RFP) for the many services and consultants that will be needed; including legal, engineering and management services. It should also serve to firm up budget amounts. Legal services will be needed quite soon for the initial draft of the final interlocal agreement that sets up the coordination between the three government entities and the set-up of the tax increment financial documentation.

**Section I - Introduction:**

*Authorizations & References:* Documents the Inter-local Agreements, Draft Activation Inter-local Agreements, legal references since the Authority will be governed by state statutes and government regulations. The section will also include a timeline that will take the group through the activation. Dates and other details will be inserted as they are finalized.

Ted Everett said the timeline will begin once the first customer comes in and when the first request for sewer/water services is received ensuring they are committed to moving in. Everett said the group would like to bring all the entities together to conduct a workshop to allow everyone to ask any questions they might have as well as create a sense of all working together to bring this project along. The meeting will be advertised

publically and it should be somewhere that will hold enough people. The Bonifay City Hall is a possible location for the meeting.

B. Executive Summary: Recap of how the group reached the point of activating the corridor. It will include a list of consultants, as well.

C. Maps: Will include future land use maps of the three government entities' commercial overlay maps

## **Section II – Structure of the Corridor Legal Entity**

This involves the legal aspects of the entity as well as final approval of the authority. The corridor is now over 1,000 acres which may mean it will need to go before the governor and the cabinet to be approved. The approval needed and from which government entity approval will be needed will depend on which type of corridor authority is eventually set up. Various state agencies will also need to approve the agreement due to the corridor's tax set-up. At some point, the Inter-local agreement, entity and by-laws will all be going to various state agencies. All these questions will require legal advice.

c. Sequence of Public Hearings & Transmittal Hearings – will take approximately six months.

2. Preliminary Governance Concept –

Will have a Board of Supervisors (BOS) - 5 members to include the following:

>>Three elected officials—one from each of the government entities.

>>Both county governments will also appoint a business leader

The entity itself will have a separate management firm since it is subject to the same requirements as a municipal government as far as auditing and other reporting requirements. Having a separate management firm will be less expensive and will be equally representative of all three government entities. In the beginning, this will be a lot of work due to the amount of grant administration, construction reports and permitting required. Once all the construction is done by the second fiscal year, the entity will be finished with construction and only require regular management upkeep. The management firm will also be able to make decisions regarding the corridor.

The BOS will elect officers among themselves. The management firm will provide an assistant secretary and assistant treasurer in order for them to conduct the day to day business of the corridor. During the construction period the management firm may be asked to name a Corridor Manager. This Corridor Manager will have a delegating authority separate from the operating accounting to handle the major contracts.

The corridor will have a retained engineer and legal consul and planner.

Rules of procedure appropriate to the entity are the by-laws and will be adopted concurrent with the second Inter-local agreement. This will concern who authorizes checks, bank accounts, etc. The second Inter-local agreement will activate the corridor.

### **Section III – Financial Models and Preliminary Budgets**

Sets the stage for how everything fits together. Speaks to expectations--break-even case, optimistic case, etc.

### **Section IV – Coordinated Actions**

Will start creating operating part of the corridor and tie it to the three government entities. It will concern land-use planning and corridor levels, the various definitions of commercial, setbacks, high density levels, storm-water drainage, etc.

Decisions will need to be made regarding sewer/water and the rate structures and how they are set up as well as the proper collection and distribution of impact fees. An impact fee ordinance must be set up to govern exactly how they will be used. Impact fees collected for fire and medical can be used outside of the corridor but transportation related impact fees must be used where they are collected according to state statute.

Roger Brooks noted that the City of Bonifay does have an impact fee ordinance and that the city is in the process of possibly revising it. The ordinance refers to water/sewer only.

*Comprehensive Plans Coordination:* the corridor and various other concerns that relate to the corridor and the three government entities must all tie in together. The corridor will be responsible for developing its own annexes. This will ensure that when a company locates in the corridor, the rules will be the same no matter where it locates.

*Development Application Process:* Corridor will have its own Corridor Development Review Committee which will consist of a Chair, Vice-Chair and a representative from the West Florida RPC as well as an engineering consultant, legal consultant and a representative from the inter-local agreement partner who will issue the building permits.

Identify and solve land use issues and achieve conditional land control. The applicants need to have a conditional purchase agreement or option to show they could purchase the land if everything works out. The Development Application process will be the same for each applicant.

Local Planning Authority (LPA) must review things before the governing body approves or disapproves. The corridor will brief the LPA on what the development will be. Review fees and other considerations will depend on the government entity's rules. All permit fees, etc. that are normally collected will be as usual. The corridor will just be

responsible for putting that package together for the LPA. The property owner will need to sign on to the development application and show agreement.

### **Section V – Corridor Funding Plan**

Grants: List of all the places that possible funding may come from. As the plan starts coming together will be better able to identify sources.

County & Bank loans: Amounts based on mills in each of the counties. The two counties will be asked to put the money in a bank account for the corridor to draw on as needed. The counties should be paid back by the eighth year and the bank loans in the tenth year. The corridor will probably need money in the next fiscal year to start paying for legal counsel.

#### *Sustained Funding:*

Jim Town referred to the separate handout showing Corridor Authority Budget Projections. Possible revenue is listed showing grant and loan amounts as well as Tax Increment Financing (TIF). TIF will be a primary revenue producer and will be activated when the corridor is activated. The TIF generated within the corridor must be used within the corridor.

Revenue Sharing: Roughly 10% of the sales tax revenue collected by local governments comes back to various revenue sharing programs. The corridor will take 10% back from the businesses that are in the corridor.

Land Owner Marketing: Land owners will be given the opportunity to have their property marketed by the corridor for a fee.

The projected total of the various fees over a period of 10 years would be substantial revenue for the corridor. It will also allow payback of loans from the counties and banks. After the loans are repaid the revenue will allow the corridor to set incentives for new business.

The fiscal year for the corridor will begin October 1. The first year will be a partial year, when construction will begin and when the corridor actually activates. The costs include water/sewer and will require a “minimum flow.” By the end of the first full fiscal year, the construction will be complete. The corridor will need seed money up front in order to prepare for activation.

The second page of the Budget Project handout shows possible revenues for each of the government entities. The money starts coming in at the first fiscal year.

## **Section VII – Risk Analysis for Growth**

Much of this is speculation. It is based on different cases of how businesses might move into the corridor. According to FDOT the projected date for the four-laning completion of Highway 79 is Spring 2017.

## **Section VIII – Supplemental Agreements**

These are the various agreements which legal counsel will be needed. It includes tax increment financing, agreements with the City of Bonifay such as transfer of ownership of water lines with no cost to the city, revenue allocation between the government entities and first responder agreements.

## **Section IX – Corridor Management (CM)**

The CM will be selected on a bid basis and will probably be one of the first duties of the Board of Supervisors (BOS). This committee will likely be charged with obtaining bids and presenting them to the BOS.

## **Section X - Activation**

Once everything is done, it is likely the group will need to change parts of the playbook. Business will begin to be conducted during the interim period.

The Request for Proposals will probably go out in late August. This will allow the group to put together a better idea of costs.

*Susan Estes*  
*Opportunity Florida*

