

**Holmes County-Washington County Joint Infrastructure
Holmes County Chamber - Bonifay
February 21, 2018**

Participants:

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Ted Everett told the group that everyone had worked hard to get to this point. It appears the project will not need to borrow any money since grant funds in the amount of \$2,988,648 had been approved.

Jim Town went through the handouts to update everyone on the progress of the project. A copy of the signed Amendment One to the Interlocal Memorandum of Understanding (ILA-1) between the three entities was included in the packet. As a roadmap to activate the authority, the agreement is now operational with the funding from the state. With the funding from the state, this committee is now fully operational. An RFP for a certified engineering firm, planning services and a CPA are being put together by the attorney—Nabors Giblin & Nickerson (NGN). NGN will then give the finished RFPs to Opportunity Florida for them to publish.

A certified engineer is required by both grants and will be the first hire. The engineering firm will coordinate designs and ensure all standards are met. A General Manager (GM) will be hired early on. The GM will meet with the committee. The Authority will have two employees, the GM and the Executive Assistant. All others will be contractors.

Amendment One also stipulates that the three entities will need to decide on who will represent them on the Board of Supervisors as well as the two citizen representative, one from each county. The board will consist of three elected officials, two citizens and the General Manager. The board will ease the workload on this present committee once it is set up. Additionally, the GM will coordinate with Opportunity Florida.

The FDOT grant was approved for \$1,000,000. Thus far, \$100,000 has been released for administrative and planning purposes. The remaining \$900,000 is reserved for construction costs. The consulting engineer will be paid out of that portion. FDOT would like for their funding to be used prior to the Florida Job Growth Grant funding. The funding must be obligated by June 30, 2018 although it may not be ready to bill the FDOT for costs.

The board will need to open negotiations with FDOT regarding the lift station at the prison on where the sewer will be set. It is under FDOT jurisdiction since it is their Right-of-Way (ROW)

Jim Town drew the group's attention to the budget page. The \$1,000,000 from FDOT and the \$1,821,461 from the Job Growth Grant Fund are shown. A \$55,000 planning grant was to be used for zoning studies. This is still an expense but the grant was not approved. These two grants are the extent of revenue for the project up to now. The budget page shows how each of the funds will be parceled out. Both of the counties have paid in \$5,000 to cover the legal costs. The budget page will show which funds are to be used for each expense.

The attorney is currently drafting Amendment 2 to the Draft Interlocal Agreement. Next month the agreement will be reviewed. The attorneys for the three entities should review it. Ted Everett will send it to them as soon as possible.

The Authority will build the water/sewer and transfer ownership to the City of Bonifay although this probably will not happen within the original estimated time frame. The Interlocal Agreement 2 will have an updated series of projection dates.

In accordance to the rules connected with the Job Growth Grant Fund, the Authority will be under scrutiny for 10 years to ensure the project creates the projected jobs.

The City of Bonifay will need to decide on whether or not to establish a separate sewer rate district for the area as well as whether the Authority will be a bulk user or whether each user will be individually billed. The City will maintain the sewer system but the Authority will bear the costs. The Authority will also cover the cost of any studies done to decide on fee set-ups. There will be some sort of agreement between the Authority and the City of Bonifay pertaining to the water/sewer billing.

The anticipated costs are detailed in the tan colored line in the budget projects. They will be approximately \$500K.

Development will probably occur late in the year. There will still be a deficit in Year 2 but the grant income will be available for use. Once the sewer/water is installed, development can begin and this should bring in revenue.

The Tax Increment Financing (TIF) schedule: The planner will work with the Holmes County property appraiser and clerk. It must also be decided on whether the parcels at the site will be in the city or county. This is important to know because the TIF schedule must be as accurate as possible to work on the revenue flow.

Washington County will be doing the hiring and interviewing of the GM candidates. The handout also included job descriptions for the General Manager and the Executive Assistant. The General Manager will need to have a strong understanding of grants and engineering. Afterwards, the General Manager will mainly be concerned with marketing. The GM will begin work in April and he will hire the Executive Assistant to begin in May.

The GM will be a voting member of the committee except for matters pertaining to his or her employment. Once the Authority is set up the committee will be disbanded. The committee will develop the marketing plan. \$150,000 has been set aside in the budget for this. The marketing

plan in turn will be adopted by the Authority. Committee responsibilities are detailed in Amendment One, Section IV (Page 3).

Jim Town made a motion to begin advertising the General Manager position; Danny Power seconded and the motion was passed without dissent.

Jim Town moved that the Executive Assistant job description be approved and advertised, with the proviso that it happen after the GM is hired; Danny Powell seconded and the motion was passed without dissent.

Jim Town told the group that once the RFPs were back from NGN, they would be made available should anyone wish to see them. The RFPs will be sent to Opportunity Florida upon their submittal from NGN.

Review of Authority By-Laws

The second Interlocal (I2) agreement will contain the by-laws. The I2 draft will be reviewed at the next meeting. I2 will be used to activate the Authority, although the Authority will actually be established upon passing of ordinances within the three entities. Each of the entities will need to pass an ordinance to this effect.

NGN Workplan

NGN will likely attend a meeting in April and meet with all three entities to ensure everything is meshing well. Once NGN creates all the Authority documents, they will be sent to the local attorneys.

Impact Fee Study

The impact fee study must be done within the area. The cost cannot be coverall outside of the area. Holmes County has no impact fees but the City of Bonifay does. The impact fees will only affect the businesses located within the corridor area. The Authority will retain 10% of the impact fees and pay the remainder to the three entities. The income from the Tax Increment Financing will go to the Authority. Impact fees must be identified every three years. It is important that all understand that none of the entities will lose money due to the fees. The fees will only serve as revenue.

The estimated time to create the Authority is 4-5 months. NGN will create the documents and then send them to the local entities attorneys.

The meeting was adjourned at 11:18 a.m.

*Susan Estes, recorder
Opportunity Florida*