

- I - Call to Order**
- II - Invocation**
- III - Pledge of Allegiance**
- IV - Citizens to Be Heard - None**
- V - Minutes**
  - M 1** Approval of April 18, 2022, Board Meeting Minutes  
**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**
  - M 2** Approval of April 18, 2022, Joint Workshop Meeting Minutes  
**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**
- VI - Consent Agenda**
  - CA 1** List of Invoices to be Paid  
**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**
  - CA 2** List of Construction Related Invoices to be Paid
    - Commissioner Good of Washington County asked about \$71,583.61 for Gulf Coast Utility Contractors. Why is there a balance of \$513,014.45 to be paid?
    - Robert Sheets, GSG, answered that without the retainage, the balance would be \$130,000.**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**
  - CA 3** Other Items
- VII - Finance and Administration**
  - FA 1** Finance Report: YTD Budget vs. Actuals through 04/30/2022
    - Melvin Martinez, GSG, informed the Board that the budget is on track. It should end the fiscal year with an unrestricted fund balance of \$51,209. Assuming everything goes according to plan, and we do not have any additional unanticipated expenses. Also, GSG will be bringing the first preliminary budget for FY23 coming on June 13, the next board meeting.
  - FA 2** Board Consideration of Miscellaneous Utility Fee Schedule and Request the Board to Authorize an Advertisement of a Public Hearing for June 13, 2022, to Adopt Such Miscellaneous Utility Fee Schedule
    - Melvin Martinez, GSG, informed the Board that since nearing the completion of the project, we need to adopt misc. fees schedule, and the cost of meter sets. We are now bringing this to your attention and asking the board permission to advertise it for the public hearing at the next board meeting on June 13.
    - Chairman Hawkins asked Melvin if the utility fee will go through each county's planning commission for the plan review, or will GSG handle it and then separate it and submit it to the county?
    - Evan Rosenthal, NGN, reply that this is strictly the utility plan. it has nothing to do with the plan review.
    - Commissioner Good asked how the fee schedule comes up with and what it is comparable to?

- Robert Sheets, GSG, responded that they had adopted this fee schedule after 25 years of experience in doing this. This is the best knowledge I have, and they do this 100 times a month. They do it for the guy that wants to build a shopping mall or dollar general. They cover big and small; many of these fees are based on construction size. They know what it takes and what developers care about, time and cost.
- Commissioner Brooks asked why the impact fees are not included.
- Evan Rosenthal, NGN, responded that if the board approves the utility fee schedule for the next meeting. They will bring a consolidated resolution with their adopted fees, including the impact fees.
- Commissioner Good asked, who is collecting the money?
- Robert Sheets, GSG, responded that Highway 79 Corridor Authority will collect these fees.
- Evan Rosenthal, NGN, commented on concerns about the meter picking up small flows earlier. He structures the agreement to use the customer meter for initial view billing and then switch to the master meter to accurately capture water usage.

**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**

**FA 3 Other Items**

- Melvin Martinez, GSG, informed the Board that the honorary contract expires at the end of October. One more optional renewal available would get us through FY 22 audit. Suppose the Board would like to continue using James Moore. In that case, we can request for additional optional renewal to be added to the engagement agreement or begin issuing an RFP so that we can determine who the new audit the authority would like to use.
- Chairman Hawkins, Commissioner Brooks, and Commissioner Good: We are satisfied with James Moore, so moving forward with the contract renewal.

**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**

**VIII - Operations**

**OP 1 Engineering/Project Status Update**

- Robert Sheets, GSG, informed the Board that things were going as planned. They are waiting on the power to the last lift station.
- Cliff informed the Board that the conduit must be installed first, and he's not sure when that is scheduled.
- Robert Sheets, GSG, responded that this would be done by Friday. There will be power to the last lift station by then. However, there is a new issue. When the system was designed initially, three laterals were running across Highway 79 to the other side of the street. There is no lateral from under Highway 79 to the parcels at the very tip end. They decided to take some of the remaining grant money to run laterals underneath the 79, not just for that connection but for all those parcels. If there is no lateral, there can be some directional boring done, and we can use the grant money to put both an oversize sewer line and water line and have it in the ground for those customers.
- Chairman Hawkins responded that he spoke with Russel Williams, and he will get the stuff in ASAP for DOT. He then asked GSG if everything was ready to go?
- Robert Sheets, GSG, responded that they had not got confirmation from GCUC yet, the contractor on the pipe. However, Cliff did schedule the survey already. Once the survey is done, the trench and the line will be installed

- Cliff informed the Board that putting in a dry line needs a DEP permit; it's a simple process. The more time-consuming issue is DOT. They are pretty backed up right now. He asked the Board if they wanted to run another water line across the south run area or not. There is already an existing six-inch line over there. It currently feeds the south run and north run.
- Chairman Hawkins asked Cliff if it is in good shape or relatively new?
- Cliff responded that it'd been there quite a while, but there is a six-inch line.
- Robert Sheets, GSG, asked whose water line is this?
- Cliff responded that it belongs to the city of Bonifay.
- Chairman Hawkins responded that we could put it there if we have the budget to put it across for the customers. It's better to have two bores than one.
- Cliff informed the Board that maybe there is an advantage to looping it there, but for sure, there is a six-inch. There are fire hydrants on the south run, and you must have six inches to have fire hydrants. Cliff then asked the Board if they wanted to bore a 3-inch force main, a 6-inch force main, and the water main, or do they want to run a 3-inch force main and the water main?
- Chairman Hawkins responded to 3 inches because there is a limited capacity. He informed GSG that the whole goal of this grant is to create new jobs or capital investment in the next ten years.
- Evan Rosenthal, NGN, addresses the Board that the utilities should serve customers within their service area, which GSG must work with. They currently have the grant requirements: the job creation and capital investment requirements.
- Cliff informed the Board that the same type of connection put to the north, the center, and the south, would have additional contact with those same size lines. But the first step is getting the servers on the ground. He informed the Board that his pump stations are set up to handle 6 inches for main flow with some minor improvements. To go through the 6-inch force main, work must be done on the city side to take that additional flow.

**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**

**OP 2** Other Items

**IX. System Manager**

**SM 1** Board Consideration of Policies and Procedures Governing Connection to the Highway 79 Corridor Authority Utility System

- Robert Sheets, GSG, informed the Board that this set of policies would direct any situations regarding how they do business in terms of connection. He is not asking for approval today but wants to discuss it at the next board meeting.

**SM 2** Board Consideration to Authorize the System Manager to Approve Work Orders from Dewberry, GCUC, and Melvin Engineering for new lateral under Highway 79

- Robert Sheets, GSG, asked the board to grant him, the system manager, authorization to execute the contracts for directional boring. He can't wait until the next board meeting.
- Chairman Hawkins responded that they would move forward with the project if it stayed under \$130,000.
- Robert Sheets, GSG, informed the Board that there would be a cap of \$100,000 for the remainder of the money from DEO.

- Chairman Hawkins gave Robert Sheets, the System manager, notice to proceed with the contract award to place the bores under stateside road 79 at the south location at \$100,00.

**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**

**SM 3** Other Items- none

**X. General Counsel**

**GC 1** Board Consideration of Amendment to Contract for Management Services with Government Services Group, Inc. (GSG)

- Evan Rosenthal, NGN, presents the proposed amendment for the GSG contract extension discussed at the last board meeting. There were minor scope changes provided by GSG with the utility development review function, plans review, inspection function, fee schedule associated with those functions, and misc. fees. These are the only changes, but everything else stayed the same.

**Moved by Chairman Mr. Hawkins Seconded by Mr. Brooks and Mr. Good- Motion Carried**

**GC 2** Other Items

- Evan Rosenthal, NGN, updated the Board about the revenue sharing and the tax increment approach from the workshop meeting. He will bring it at the next board meeting. He did not have it at this meeting because he had COVID, and he was out of the office for two weeks.
- Chairman Brooks asked Ted and Joe for an update on what is going on with the corridor.
- Ted informed the Board that the parcels around I-10 will be fill in first. Also, since Washington County received the grant, Washington county will report the jobs. As soon as those jobs are created, those numbers must be reported along with the wages to Washington County to Karen Shaw and then to DEO. He then informed the Board that Joe is responsible for marketing the Holmes County lineup to the City of Bonifay. We are accountable for everything, from Creek Road to down below. Ted believes that there will be opportunities with Enterprise Florida that we can cross-pollinate, and we can both apply for these grants to market the entire corridor.

**XI. Board Item**

**BD 1** Other Items

**XII. Adjourn - Chairman Hawkins offered a motion to adjourn**

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Date Minutes Approved