



Highway 79 Corridor Authority
Board of Directors Meeting

Washington County Commission Board Room

1331 South Boulevard

Chipley, Florida

Monday, September 9, 2019, 10:00 a.m.

Highway 79 Corridor Authority Board of Directors Meeting Agenda

Monday, September 9, 2019 – 10:00 a.m.
Washington County Commission Board Room
1331 South Boulevard
Chipley, FL 32428

- I - Call to Order**
- II - Invocation**
- III - Pledge of Allegiance**
- IV - Public Comment**
- V - Public Hearing**
 - PH 1** Adoption of the Authority's Fiscal Year 2019 and Fiscal Year 2020 Operating and Capital Budgets
- VI - Minutes**
 - M 1** Approval of the August 12, 2019 Board Meeting Minutes
- VII - Consent Agenda**
 - CA 1** Other Items
- VIII - Finance and Administration**
 - FA 1** Update on Future Procedures for Payment Process, Accounting and Financial Reporting
 - FA 2** DEO Development Guide Grant Application- Status Update
 - FA 3** Other Items
- IX - Operations**
 - OP 1** Engineering Progress Report
 - OP 2** Other Items
- X - System Manager**
 - SM 1** Other Items
- XI - General Counsel**
 - GC 1** Update Status of DEO Grant Amendment
 - GC 2** Other Items
- XII - Board Items**
 - BD 1** Other Items

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

PH 1 Public Hearing #2 to Adopt the Final FY 2019 and FY 2020 Operating Budgets and to Adopt the Final 5-year Capital Budget

AND

Approval of Resolution 2019-2, Fiscal Year 2019 Operating Budget, FY 2020 Operating Budget and FY 2020–2024 Five Year Capital Budget

Summary

The budgets presented herein are nearly identical to those presented at the first public hearing.

FY 2019 and FY 2020 Operating Budgets

The net totals for each fiscal year remain the same. The Opportunity Florida operating grant contributions and the related expenditures they paid (legal fees and land use development planning) have been excluded from this version after confirmation with the Auditor General's office.

FY 2020-2024 Capital Project Budget

The total figures remain the same, however, certain expenditures were rebalanced between the two capital grants to facilitate the grant reimbursement process.

Announcements noticing the public of the two public hearings to adopt these budgets were published in the Washington County News and the Holmes County Times-Advertiser on July 31, 2019 and August 7, 2019. In addition, notice for these two public hearings was posted to Washington County website on July 25, 2019. The first public hearing was held on August 12, 2019.

Recommendation

Staff recommend adoption of Resolution 2019-2 to adopt Operating and Capital Project budgets for the Authority.

Board Action

Moved by:

Seconded by:

Action Taken:

RESOLUTION NO. 2019-2

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIGHWAY 79 CORRIDOR AUTHORITY ADOPTING THE FINAL PARTIAL YEAR OPERATING BUDGET FOR FISCAL YEAR 2018-19; ADOPTING THE FINAL OPERATING BUDGET FOR FISCAL YEAR 2019-20; ADOPTING THE FINAL FIVE-YEAR CAPITAL IMPROVEMENT BUDGET FOR FY 2020-2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Highway 79 Corridor Authority (“Authority”) is an independent special district created by interlocal agreement between Washington County, Holmes County, and the City of Bonifay (collectively the “Member Governments”) to foster and assist economic development and to facilitate the design, construction, installation, management, and operation of water and wastewater improvements within a geographic area comprising portions of each of the three Member Governments; and

WHEREAS, Chapter 189, Florida Statutes, requires the governing body of each special district to adopt a budget by resolution each fiscal year; and

WHEREAS, the Board, after holding several public hearings and carefully considering the financial needs of the Authority and the sources of revenue available to the Authority to meet such needs, desires to adopt a final partial year operating budget for Fiscal Year 2018-19, a final operating budget for Fiscal Year 2019-20, and a final five-year capital improvement budget for 2020-2024.

NOW THEREFORE, be it resolved by the Highway 79 Corridor Authority Board of Directors, as follows:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. ADOPTION OF FINAL BUDGETS. The final partial year operating budget for Fiscal Year 2018-19, the final operating budget for Fiscal Year 2019-20, and the final five year capital improvement budget for 2020-2024, as shown in Exhibit “A” attached hereto, are hereby approved.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

DONE AND ADOPTED by the Highway 79 Corridor Authority Board of Directors, by a vote of ___ to ___ this ____ day of _____, 2019.

ATTEST:

**HIGHWAY 79 CORRIDOR AUTHORITY
BOARD OF DIRECTORS**

Tray Hawkins, Chairman

EXHIBIT A

FINAL PARTIAL YEAR OPERATING BUDGET FOR 2018-19

FINAL OPERATING BUDGET FOR 2019-20

FINAL FIVE-YEAR CAPITAL IMPROVEMENT BUDGET FOR 2020-2024

HIGHWAY 79 CORRIDOR AUTHORITY**SUMMARY****Operating Forecast**

	FY 2019 Final Budget	FY 2020 Final Budget
OPERATING REVENUES		
Charges for Water Services	-	-
Charges for Wastewater Services	-	-
Special Assessment Revenue	-	-
Other, net	-	-
TOTAL OPERATING REVENUES	<u>-</u>	<u>-</u>
OPERATING EXPENSES		
Operating and management services	20,300	69,200
Other operating expenses	3,025	29,500
Professional Services	43,328	34,500
TOTAL OPERATING EXPENSES	<u>66,653</u>	<u>133,200</u>
NET OPERATING REVENUE (EXPENSE)	<u>(66,653)</u>	<u>(133,200)</u>
NON-OPERATING REVENUE (EXPENSE)		
Operating Grants and Contributions	100,000	100,000
Interest income	-	-
Miscellaneous Non-Operating, net	-	-
TOTAL NON-OPERATING REVENUE (EXPENSE)	<u>100,000</u>	<u>100,000</u>
CAPITAL CONTRIBUTIONS		
Impact Fees, net	-	-
Capital Grants	314,358	2,407,103
Capital Contributions	-	-
TOTAL CAPITAL CONTRIBUTIONS	<u>314,358</u>	<u>2,407,103</u>
OTHER TRANSFERS IN (OUT)		
Impact Fees (restricted)	-	-
Capital Grant/Contributions transfers out (restricted)	(314,358)	(2,407,103)
Renewal and Replacement Fund	-	-
TOTAL TRANSFERS IN (OUT)	<u>(314,358)</u>	<u>(2,407,103)</u>
Increase (decrease) in net position	<u>33,348</u>	<u>(33,200)</u>
Unrestricted Fund Balance - beginning of year	-	33,348
Unrestricted Fund Balance - end of year	33,348	148

Highway 79 Corridor Authority
Enterprise Fund - Detailed Operating Forecast

FUND 401
 536=water/sewer
 559=econ dev

Org	Object	Proj		FY 2019 08/01/2017- 09/30/2019	FY 2020 10/01/2019 - 09/30/2020
OPERATING REVENUES					
40100	343300	1	Charges for Water Services	-	-
40100	343500	1	Charges for Wastewater Services	-	-
40100	343600	1	Other fees and miscellaneous revenue	-	-
40100100	536600	1	Bad Debt Expense	-	-
TOTAL OPERATING REVENUES				-	-
OPERATING EXPENSES					
Operating and management services					
40100110	536460	1	Operations and Maintenance	-	-
40100110	536430	1	Water and Wastewater Treatment	-	-
40100110	536310	1	Management (operations and development)	14,300	57,200
40100110	536320	1	Finance, Accounting, Compliance	6,000	12,000
40100110	536340	1	Customer Service and Billing	-	-
Other operating expenses					
40100200	536325	1	Audit	-	9,000
40100200	536400	1	Travel & Per Diem	-	5,000
40100200	536410	1	Telephone/Internet	-	300
40100200	536420	1	Postage & Shipping	125	500
40100200	536450	1	Insurance (E&O; Property)	875	5,000
40100200	536470	1	Legal Advertising	350	1,000
40100200	536475	1	Copies, printing, binding	75	300
40100200	536490	1	Bank Fees	125	500
40100200	536492	1	Website	-	5,000
40100200	536497	1	Miscellaneous	125	500
40100200	536510	1	Office Supplies	250	1,000
40100200	536540	1	Dues, Licenses, Fees	100	400
40100200	536599	1	Contingency	1,000	1,000
Professional Services					
40100300	536310	1	Legal Counsel	12,763	32,500
40100300	536313	1	Engineering	-	2,000
40100300	559314	1	Land Use (Development Planning)	30,565	-
40100300	559314	1	Feasibility Analysis	-	-
40100300	559314	1	Marketing The Corridor	-	-
40100300	559314	1	Marketing & Demographics Studies	-	-
40100300	559314	1	Misc Studies (i.e. Rate Studies)	-	-
TOTAL OPERATING EXPENSES				66,653	133,200
NET OPERATING REVENUE (EXPENSE)				(66,653)	(133,200)
NON-OPERATING REVENUE (EXPENSE)					
40120	389300	1	Operating Grants (State)		
40120	389410	1	Operating Contributions (State)		
40120	389400	1	Operating Contributions (Counties)	100,000	100,000
40120	389100	1	Interest income		
40120400	536950	1	Non-Operating Expense		
TOTAL NON-OPERATING REVENUE (EXPENSE)				100,000	100,000

**Highway 79 Corridor Authority
Enterprise Fund - Detailed Operating Forecast**

FUND 401
536=water/sewer
559=econ dev

Org	Object	Proj		FY 2019 08/01/2017- 09/30/2019	FY 2020 10/01/2019 - 09/30/2020
CAPITAL CONTRIBUTIONS					
40130	324210	1	Water Impact Fees		-
40130	324215	1	Wastewater Impact Fees		-
40130	325115	1	Special Assessment (ww infra)		-
40130	389600	1	FDOT Capital Grant	205,500	694,500
40130	389700	1	DEO Capital Grant* (contrib from wash county)	108,858	1,712,603
40130	389800	1	Developer Contributions		
TOTAL CAPITAL CONTRIBUTIONS				314,358	2,407,103
OTHER TRANSFERS IN (OUT)					
40140100	581210	1	Water Impact Fees Txfr to Restricted	-	-
40140100	581215	1	Wastewater Impact Fees Txfr to Restricted	-	-
40140100	581600	1	Capital Grant txfr out (FDOT - restricted)	(205,500)	(694,500)
40140100	581700	1	Capital Grant txfr out (DEO - restricted)	(108,858)	(1,712,603)
40140100	581105	1	Renewal and Replacement Fund		
TOTAL TRANSFERS IN (OUT)				(314,358)	(2,407,103)
Increase (decrease) in net position				33,348	(33,200)
Unrestricted Fund Balance - beginning				-	33,348
Unrestricted Fund Balance - ending				33,348	148

**HWY 79 CORRIDOR AUTHORITY
COMBINED FY 2019 CIP Budget and FY 2020 5-YEAR CIP BUDGET (FY2020 - FY2024)**

			Uses							
Org	Object	Project	Project Description	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	TOTAL
		CP001	CP001: 2.3 Miles Water/Sewer Infrastructure	314,358	2,407,103					2,721,461
			TBD line extensions (use impact fees)			-	-	-	-	-
			TBD Renewal and Replacement Projects			-	-	27,059	27,059	54,118
Total Uses:				314,358	2,407,103	-	-	27,059	27,059	2,775,579
Sources										
40160600			DOT Grant G1642	205,500	694,500					900,000
40160700			DEO Grant G0006 *	108,858	1,712,603					1,821,461
40160210w/215ww			Capacity Impact Fees			-	-	-	-	-
40160105			Renewal and Replacement Fund			-	-	27,059	27,059	54,118
Total Sources:				314,358	2,407,103	-	-	27,059	27,059	2,775,579

*This is a grant to Washington County (Washington County Capital Grant Revenue) that will be booked as a Capital Contribution to the Authority

				FY2019	FY2020	TOTAL
Org	Object	Project	CP001 Details - DOT G1642			
40160600	536651	CP001	Capital Project Administration (4%)	-	-	-
40160600	536652	CP001	Inspection (4%)		108,858	108,858
40160600	536653	CP001	Legal & Permitting (1%)		27,215	27,215
40160600	536654	CP001	Engineering (15%)	205,500	202,719	408,219
40160600	536655	CP001	Materials		-	-
40160600	536656	CP001	Construction (76%)		355,708	355,708
CP001 Total Project				205,500	694,500	900,000
				FY2019	FY2020	TOTAL
Org	Object	Project	CP001 Details - DEO G0006 (Washington County)			
40160700	536651	CP001	Capital Project Administration (4%)	108,858	-	108,858
40160700	536652	CP001	Inspection (4%)	-	-	-
40160700	536653	CP001	Legal & Permitting (1%)	-	-	-
40160700	536654	CP001	Engineering (15%)	-	-	-
40160700	536655	CP001	Materials	-	-	-
40160700	536656	CP001	Construction (76%)	-	1,712,603	1,712,603
CP001 Total Project				108,858	1,712,603	1,821,461
				314,358	2,407,103	2,721,461

EXHIBIT B

Legal Advertisements of Public Hearings

Page : 1 of 2 07/25/2019 11:22:06
 Order Number : 34412910
 PO Number :
 Customer : 33820510 Government Services Group, Inc
 Contact : Kaamilya Pereira
 Address1 : 280 Wekiva Springs Road, Suite 2000
 Address2 :
 City St Zip : Longwood FL 32779
 Phone : (407) 629-6900
 Fax : (407) 629-6963
 Credit Card :
 Printed By : Brenda Taylor
 Entered By : Brenda Taylor
 Keywords : 8-3560 Notice of Hwy 79 Board of Dirs
 Notes :
 Zones :

Ad Number : 34860259
 Ad Key :
 Salesperson : 115 - Brenda Taylor
 Publication : Washington/Holmes
 Section : Classified 2006
 Sub Section : Classified 2006
 Category : 1101 Washington County Legals
 Dates Run : 07/31/2019-08/07/2019
 Days : 2
 Size : 1 x 11.98, 112 lines
 Words : 348
 Ad Rate : Legals Rate
 Ad Price : 234.00
 Amount Paid : 0.00
 Amount Due : 234.00

on hold

8-3560
 NOTICE OF HIGHWAY 79 CORRIDOR AUTHORITY BOARD OF DIRECTORS PUBLIC HEARINGS FOR ADOPTION OF ANNUAL BUDGET

The Highway 79 Corridor Authority (the "Authority") announces public hearings to which all interested persons are invited for the purpose of considering the adoption of the Authority's partial year operating budget for Fiscal Year 2019 and the Authority's annual operating budget and capital improvement program budget for Fiscal Year 2020. The Authority is a legal entity and public body created pursuant to the provisions of Section 163.01, Florida Statutes, and an Intercal Agreement among the City of Bonifay, Florida; Holmes County, Florida; and Washington County, Florida. The public hearings will occur during the Authority Board of Director's regularly scheduled public meetings to be held at the following dates, times and locations:

August 12, 2019 at 10:00 am Washington County Commission Board Room Tentative Budget Hearings 1331 South Boulevard Chipley, Florida 32428
 September 9, 2019 at 10:00 am Washington County Commission Board Room Final Budget Hearings 1331 South Boulevard Chipley, Florida 32428
 At each public hearing,

PLEASE PROOFREAD CAREFULLY!	
<input type="checkbox"/>	OK AS IS
<input type="checkbox"/>	AD ON HOLD TILL APPROVED
<input type="checkbox"/>	SUBMIT ANOTHER PROOF
Signature _____	
FAX TO: 638-4601	Washington County News Holmes County Times-Advisor

Order Number	:	34412910	Ad Number	:	34860259
PO Number	:		Ad Key	:	
Customer	:	33820510 Government Services Group, Inc	Salesperson	:	115 - Brenda Taylor
Contact	:	Kaamilya Pereira	Publication	:	Washington/Holmes
Address1	:	280 Wekiva Springs Road, Suite 2000	Section	:	Classified 2006
Address2	:		Sub Section	:	Classified 2006
City St Zip	:	Longwood FL 32779	Category	:	1101 Washington County Legals
Phone	:	(407) 629-6900	Dates Run	:	07/31/2019-08/07/2019
Fax	:	(407) 629-6963	Days	:	2
Credit Card	:		Size	:	1 x 11.98, 112 lines
Printed By	:	Brenda Taylor	Words	:	348
Entered By	:	Brenda Taylor	Ad Rate	:	Legals Rate
			Ad Price	:	234.00
			Amount Paid	:	0.00
			Amount Due	:	234.00
Keywords	:	8-3560 Notice of Hwy 79 Board of Dirs			
Notes	:				
Zones	:				

all customers of the Authority, affected property owners, tenants or occupants, and all other interested persons shall have an opportunity to be heard and to file written comments concerning the Authority's partial year operating budget for Fiscal Year 2019 and the Authority's annual operating budget and capital improvement program budget for Fiscal Year 2020. If a person decides to appeal any decision made by the Authority with respect to any matter considered at the hearings, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing special accommodations or an interpreter to participate in these meetings should contact the Washington County BoCC Administrative Office at (850) 638-6200, at least three (3) business days prior to the dates of the hearings. If you have any questions, please contact Jeff Massey, the Washington County Administrator at (850) 638-6200. Publish: July 31, 2019 and August 7, 2019

Washington County News
Holmes County Times-Advertiser

1364 N. Railroad Ave.
P.O. Box 627
Chipley, FL 32428
(850) 638-0212

112 E. Virginia Ave.
P.O. Box 67
Bonifay, FL 32425
(850) 547-9414

INVOICE

40856

SOLD TO

Government Services Group, Inc

DATE 7/25/19

CUSTOMER ID CUSTOMER P.O. SALES REP ID

34412910

DESCRIPTION AMOUNT

Notice of Hwy 79 Corridor Auth

Run dates July 31, Aug 7

TAX

SUB TOTAL

DEPOSIT

TOTAL

234.00

Received by

WASHINGTON COUNTY NEWS • HOLMES COUNTY TIMES-ADVERTISER • WEEKLY ADVERTISER

Highway 79 Corridor Authority

Board Agenda Item

September 9, 2019

Item

M 1 **Approval of the August 12, 2019 Board Meeting Minutes**

Being prepared by the Washington County Board Clerk; the minutes are attached.

- I. Call to Order – Director Hawkins
- II. Invocation – Director Hawkins
- III. Pledge of Allegiance – Director Hawkins

Authority Chairman Hawkins (Washington County); Director Erickson (Holmes County); Director Brooks (City of Bonifay) – All members were present

- IV. Public Comment – None

- V. Public Hearing - PH 1 – Public Hearing to Adopt Tentative FY 2019 and FY 2020 Operating Budgets and Tentative Capital Budgets – Krystal Strickland, GSG presented the board with an operating forecast for 2019 and 2020. All of the initial startup cost have been included, which began before the fiscal year began, however it is prudent to incorporate everything for auditing purposes.

If there aren't any changes, both budgets will be brought before the board at the September meeting for final approval.

The funding for the project thus far are from operating grants, and contributions from the two counties. Capital contributions are included, but are restricted funds.

The signed grants were used to compose the budget.

To date \$205,000.00 has been encumbered in a work authorization to Dewberry for the planning and design portion of the capital project for the water and sewer lines.

The board held discussion on potential funding mechanisms, which included ad valorem, tax increment financing, and impact fees.

- VI. Tentative Budgets – *Director Erickson offered a motion, seconded by Director Brooks and carried to adopt the tentative budget for fiscal year 2019 and the operating and tentative budget for 2020.*
- VII. Minutes – M 1 – Approval of the July 8, 2019 Board Meeting Minutes (*Director Brooks, Director Erickson, Motion Carried*)
- VIII. Finance and Administration

FA 1 – Discussions with Washington County Clerk Concerning Financial Support Services – Mr. Sheets, GSG informed the board that they have currently been working with Clerk Bell and will continue to do so. An update will be provided at a future meeting.

FA 1a – Approval of Work Authorization GSG 19-02 with Government Services Group for the Provision of Financial Administration Services – Krystal Strickland informed the board that this is an estimated preliminary work authorization to allow proceeding forward. (*Director Brooks, Director Erickson, Motion Carried*)

FA 2 – Financial Report on Opportunity Florida \$100,000 Phase 1 FDOT Grant – Krystal Strickland advised the board that all the funds will be depleted effective July 31, 2019.

FA 3 – DEO Development Guide Grant Applications – Status Update – Krystal Strickland updated the board. Karen Shaw, Washington County Grants has written an initial application. Currently the DEO Technical Assistance Grants are closed for this year, however a contact at DEO will assist with how to submit the application for the funding this year.

Ted Everett advised that he will check to see if there are any unspent funds available.

IX. Operations

OP 1 – Engineering Progress Report – Cliff Knauer updated the board. Fire flow testing has been done at the corner of I-10 and Thomas Drive, which showed about 11,050 gallons per minute. There is an existing 8' water line that services the hospital. The flow is being modeled to CR 280 to check the pressure. The survey for the entire project has been completed.

There is an existing gravity system that begins at the hospital and goes east to the lift station. There is more than adequate capacity in that 8' gravity system to handle the flows. Discussion hasn't been held with Mott MacDonald or the City of Bonifay. However, they would like to tie into the first gravity manhole and allow gravity to take it to the lift station, instead of running another 1,700' of force main. This would mean a huge savings for the project.

Director Brooks suggested to speak with Mott MacDonald.

Cliff Knauer continued to update the board on items that had been completed. The wetland delineation has been completed on the 2-mile segment and picked up all the

wetland lines that were outside the DOT right-of-way. A 20' easement is what they are trying to use outside the right-of-way. There are a couple of places where they will have to go back into the DOT right-of-way. In those areas, the plan is to go back into the DOT right-of-way until they are through the wetlands that DOT has permitted and go back out into the 20' easement when they are in the up ones.

The time line would be completely blown if permits had to be submitted through the Army Core and DEP.

There are two separate DOT groups that are in charge of permitting the project. It has been questioned if one can take the lead. If not that would mean two separate permits, and two separate reviewing groups.

A pre-application was held with DEP for the force and water main, which doesn't seem that it will present an issue. The DEP permits have not been submitted for.

60% plans should be ready in the next two weeks.

DEP will require a T & E report (threatening endangered species report.) Even though wetlands aren't being impacted the report is required. The biologist is currently doing an environmental assessment.

A couple of landowners have reached out advising that they are open to help.

Director Brooks requested Jack Moral be included in the permitting meetings with DOT.

X. General Counsel

GC 1 – Update on Status of DEO Grant Amendment – Attorney Rosenthal informed the board that the amendment will allow for the grant funds to be used for construction management. The threshold for reimbursement will be in successive 10% increments as construction is completed.

This is not the final version. The final version will include DEO signing off.

Director Erickson offered a motion, seconded by Director Brooks and carried to recommend that Washington County approve the amendment in substantial form.

Attorney Encinosa informed the board that general management is not grant eligible.

GC 2 – Request Board Direction re: Tax Increment Ordinance – Attorney Rosenthal informed the board that once the ordinance is in place, it will establish the mechanism by which the funds will flow, once it is activated. Each member/government would have to adopt a resolution to implement the process.

Attorney Encinosa informed the board that it isn't time for the resolution to be composed. The resolutions would include the numbers.

Director Brooks offered a motion, seconded by Director Hawkins to proceed with creating the ordinance.

Discussion was held on the how tax increment financing operates.

Director Brooks questioned ad valorem being added to the corridor only.

Attorney Encinosa advised that could not be done, per the Constitution.

Mr. Sheets suggested the board schedule a workshop on the financial plan.

The motion regarding the ordinance above carried.

XI. Adjourn – Director Erickson, Director Hawkins

Date Minutes Approved

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

CA 1

Other Items

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

FA 1 Update on Future Procedures for Payment Process, Accounting and Financial Reporting

Summary

At the previous meeting, August 12, 2019, GSG was issued a work authorization to assume accounting, reconciliation, and grants management on behalf of the Highway 79 Corridor Authority.

Attached is the proposed flow of documents to ensure timely payments to vendors and to ensure accounting documents are recorded in accordance with generally accepted accounting principles.

Vendors will send their invoices to the GSG finance clerk, mdelacruz@govmserv.com and copy kstrickland@govserv.com. The GSG finance clerk will enter the invoice into the Authority's accounting software and will route it for approvals (match to work authorization, budget available, work satisfactorily completed, system manager approval).

Invoices to be paid from Authority funds (operating or FDOT) will be returned to the GSG finance clerk to run checks, and checks will be routed to an authorized check signer for signatures before mailing. GSG staff will submit the appropriate documents to DOT for reimbursement.

Invoices to be paid from Washington County funds (DEO capital grant) will be sent to the Washington County Clerk's office for payment. Washington County will submit documents to receive reimbursement for DEO grant eligible expenditures.

GSG will maintain the master set of accounting documents for the Authority. The Finance Manager will confirm proper reconciliation of the accounts and proposes to bring year-to-date budget versus actual reports to the monthly board meetings.

The next steps include:

Adopt a Banking Resolution which will clearly authorize the Finance Manager, Krystal Strickland to open a checking account, and authorizing the Board Members and the System Manager, Robert Sheets to sign checks.

Adopt accounting policies and procedures that confirm this proposed payment process and that set signature authority for the Board Members and the Managers involved in managing the Authority's funds.

Recommendation

This is an opportunity to discuss the establishment of the basic policies for payment of Authority bills, from initial approval through payment by check. Upon direction of the board, the policies will be written for adoption at the October 2019 Board meeting.

Board Action

N/A

Vendor Document Process

HIGHWAY 79
CORRIDOR
AUTHORITY
VENDOR PAYMENT
PROCESS 09/09/2019

Authority Board
Authorizes Contract &/or Work Authorizations

GSG encumbers Contract &/or Work Authorization
against Adopted Budget
in Authority's Accounting System

Vendor invoice submitted to GSG:
TO: mdelacruz@govmserv.com (clerk)
CC: kstrickland@govserv.com (manager)

Payment Voucher is created with account coding and signature
lines and attached to the invoice

Invoiced amount confirmed against the Contract
Budget availability is confirmed
Sign-Off by Finance Manager

Work completed is confirmed
Sign-off by Capital Project Manager (if capital)
Sign-off by System Manager (both capital and operational)

DEO grant
expense

YES

Washington County Clerk
staff pay the invoice.
Washington County staff
submit for reimbursement to
DEO.

NO

GSG clerk issues check from Highway 79 Corridor Bank account.
IF DOT Grant, GSG staff submit to DOT for reimbursement.

GSG Finance Manager completes:
Monthly Reconciliations
Monthly and Annual Finance Reports

Board

GSG

Washington
County Clerk

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

FA 2 DEO Development Guide Grant Application-Status Update

Summary

Washington County has written a proposal requesting a technical assistance grant from DEO to fund the creation of a Development Guide.

DEO has informed us they are not currently accepting technical assistance grant applications. We may submit our application when the next funding cycle begins, or possibly earlier if funds become available.

Recommendation

N/A

Budget Impact

N/A

Board Action

N/A

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

FA 3

Other Items

Summary

The District 3 Grant Administrator, Dustin Castells, requested formal notification that the Highway 79 Corridor Authority authorizes Government Services Group to be the primary contact for the Authority's FDOT grant.

Recommendation

N/A

Budget Impact

N/A

Board Action

N/A



Operations Office

Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, FL 32303

(850) 681-3717 Tel
(850) 224-7206 Fax

September 9, 2019

Dustin Castells
Florida Department of Transportation
District 3 Local Programs Administrator
1074 Highway 90 East
Chipley, FL 32428

RE: FDOT Grant Contract #G1642 Highway 79 Corridor water/wastewater lines

Dear Mr. Castells,

The Highway 79 Corridor Authority has hired Government Services Group, Inc (GSG) to provide general administration and management services, including finance, accounting, grant management, and capital project administration. The following GSG staff are considered key personnel and should be your primary contacts related to the construction grant referenced above.

Robert Sheets
General Manager
Office: 850-681-3717
Email: rsheets@govserv.com

Krystal Strickland, CPA
Finance Manager
Office: 850-681-3717
Email: kstrickland@govserv.com

Rob Dickson
Capital Project Administration
Mobile: 407-580-8481
Email: rdickson@govserv.com

We look forward to working with the FDOT on this very important project. Your assistance will be critical to a successful completion of this program. Should you have any questions or require any additional information, please reach out to the General Manager.

Sincerely,

Tray Hawkins
Board Chairman

CC: Heather Encinosa, Legal Counsel

Highway 79 Corridor Authority Board of Directors
TRAY HAWKINS, Chair, Washington County / CLINT ERICKSON, Holmes County
ROGER BROOKS, City of Bonifay

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

OP 1 **Engineering Progress Report**

This will be provided as a verbal update.

Highway 79 Corridor Authority

Board Agenda Item

August 12, 2019

Item

OP 2 **Other Items**

Summary

Approval of Work Authorization No. GSG 19-03 Capital Project Administration Services

Provided for your review and consideration is Work Authorization No. GSG 19-03 with Government Services Group, Inc. (GSG) for Capital Project Administration Services for the Highway 79 Corridor Water and Wastewater construction project CP001.

This construction project is funded by a grant from the Florida Department of Economic Opportunity (DEO) to the Washington County Board of County Commissioners and by a grant from the Florida Department of Transportation (FDOT) to the Authority. The project primarily consists of the design and construction of approximately 2.3 miles and water and wastewater infrastructure to the area south of Interstate 10 along Highway 79 to the vicinity of Douglas Ferry Road. The project is expected to have a positive economic impact on this area, as well as reducing the need for current and future septic systems.

The Consulting Services Agreement with Government Services Group (GSG) includes capital project administration services. At the time this consulting services agreement was signed, the Authority did not have definitive funding available to pay for such services. The DEO grant has been recently amended to clearly allow capital project administration expenditures.

Under this work authorization, GSG's Capital Program Manager will perform, as applicable, the necessary project administration services as outlined in Section 2.2 of the Consulting Services Agreement and Work Authorization No. GSG 19-03. It should be noted that GSG will oversee the related project administration, however, those services will be provided by an independent, 3rd party. The fee for these services is the lump sum amount of \$108,858, which is 4% of the total estimated project costs. This fee shall be paid in ten (10) installments at each milestone of 10% construction completion. This encumbrance will roll forward to be paid as construction is completed during FY 2020.

Recommendation

Staff recommend approval of Work Authorization No. GSG NO. 19-03 with Government Services Group, Inc. in the lump sum amount of \$108,858 for capital project administration services during the design, bidding, and construction phases of the Highway 79 corridor water and sewer infrastructure project number CP001. Payment is contingent on receipt of grant funds to cover these capital project administration services.

Budget Impact

ORG:	40160700	DEO	FY19 Budget:	\$314,358.00
			Prior Expenditures and	<205,500.00>
			Encumbrances:	
Object:	536651	Cap Proj Admin	Available Budget:	108,858.00
Project:	CP001	2.3 Mile w/ww infra	This Work Authorization:	108,858.00
			Remaining Budget:	\$0.00

Board Action

Moved by:

Seconded by:

Action Taken:

Work Authorization No. GSG 19-03

to

Consulting Services Agreement Between the

Highway 79 Corridor Authority (the “Authority”),

An independent special district created by interlocal agreement pursuant to
Section 163.01(7), Florida Statutes

and

GOVERNMENT SERVICES GROUP, INC. (“GSG”)

A. SUMMARY OF SERVICES TO BE RENDERED

Government Services Group, Inc. (GSG) will provide the necessary *capital project administration services* for the Authority as outlined in section 2.2 of the Consulting Services Agreement (CSA) limited to project activities commencing after the effective date of this Authorization, as applicable.

B. PROJECT COST

Services provided under Section 2.2 of this Agreement shall be provided at a lump sum rate of 4% of the total project cost. The 4% lump sum fee covers all travel and reproduction expenses and all other associated costs. The Consultant shall invoice at each interval of 10% of Construction completion. Such lump sum fee to be paid to Consultant is contingent on the timing and receipt by the Authority of project-related grant funds from the State of Florida.

TOTAL PROJECT COST (100%)	ENGINEERING/DESIGN/ CONSTRUCTION/ LEGAL/PERMITTING (96%)	CAPITAL PROJECT ADMINISTRATION (4%)
\$2,721,461	\$2,612,603	\$108,858

C. PROJECT SCHEDULE

Capital project administration services should begin September 9, 2019 upon execution of this work authorization and will end upon final payment to the construction Contractor. Estimated completion of construction is September 30, 2020.

D. NOTICE/PROJECT MANAGER OF CONSULTANT

Robert Sheets, CEO
Government Services Group
280 Wekiva Springs Road, Suite 2070
Longwood, FL 32779

Tray Hawkins, Chairman
Highway 79 Corridor Authority

Dated this ____ day of _____, 2019

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

SM 1

Other Items

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

GC 1 **Update Status of DEO Grant Amendment**

This will be provided as a verbal update.

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

GC 2

Other Items

Highway 79 Corridor Authority

Board Agenda Item

Monday, September 9, 2019

Item

BD 1

Other Items
