



Highway 79 Corridor Authority
Board of Directors Meeting

Via Teleconference

Monday, June 8, 2020, 10:00 a.m.

Highway 79 Corridor Authority Board of Directors Meeting Agenda

Monday, June 08, 2020 – 10:00 a.m.

Via Teleconference

- I - Call to Order**
- II - Invocation**
- III - Pledge of Allegiance**
- IV - Public Comment**
- V - Minutes**
 - M 1** Approval of the April 24, 2020 Board Meeting Minutes
- VI - Consent Agenda**
 - CA 1** List of Invoices to be paid
 - CA 2** Other Items
- VII - Finance and Administration**
 - FA 1** Finance Report: YTD Budget vs. Actuals through May 31, 2020
 - FA 2** Discussion of 2021 Budget Schedule and Need for Line of Credit and Other Cashflow Issues
 - FA 3** Other Items
- VIII - Operations**
 - OP 1** Updated Project Schedule
 - OP 2** Board Approval of Invitation to Bid
 - OP 3** Other Items
- IX - System Manager**
 - SM 1** Update on Audit RFP
 - SM 2** Other Items
- X - General Counsel**
 - GC 1** Other Items
- XI - Board Items**
 - BD 1** Other Items

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

M 1 **Approval of the April 24, 2020 Board Meeting Minutes**

Minutes were prepared by the Board Clerk. The minutes are attached.

I. Call to Order – Chairman Hawkins

Authority Chairman Hawkins (Washington County), Director Erickson (Holmes County), and Director Brooks (City of Bonifay) were in attendance.

II. Invocation – Chairman Hawkins

III. Pledge of Allegiance – Chairman Hawkins

IV. Public Comment – None

V. General Counsel

GC 1 – Resolution Establishing Policy for the Conduct of Authority Board Meetings by Communications Media Technology (CMT) – **Director Brooks, Director Erickson (Motion Carried)**

GC 2 – Other Items

VI. Minutes – M 1 Approval of the March 9, 2020 Board Meeting Minutes – **Director Erickson, Director Brooks (Motion Carried)**

VII. Consent Agenda

CA 1 – List of Invoices to be Paid – **Director Erickson, Director Brooks (Motion Carried)**

- NGN \$3,029.80
- GSG \$2,596.00
- GSG \$875.00
- NGN \$1,466.20
- NGN \$236.25 (Grant Eligible)
- NGN \$393.75 (Grant Eligible)

CA 2 – Other Items

VIII. Finance and Administration

FA 1 – Monthly Financial Report: YTD Budget vs. Actuals through March 31, 2020

Krystal Strickland, GSG, informed the Board that she would recommend adopting another Revenue Sharing Agreement outlining that both Holmes County and Washington County would contribute \$50,000 each in July 2020 and another \$50,000 in December 2020 for a total additional contribution of \$200,000.

Due to the change in the construction/engineering schedule, the Authority requires these funds.

Chairman Hawkins expressed that these funds were not budgeted by Washington County or Holmes County, however this money would need to be accounted for in the next FY budget. Krystal Strickland also proposed the option of a line of credit.

Chairman Hawkins requested that a preliminary budget be brought to the next Authority Board Meeting.

FA 2 – Other Items

IX. Operations

OP 1 – Engineering Progress Report and Approval of Updated Design of the Project's Water and Sewer Facilities – **Director Erickson, Director Brooks (Motion Carried)**

Engineer, Jerry Connolly, confirmed that a 6" line could not be permitted. He believes that a good compromise would be to run a 3" line along the 6" line. This would be permitted by, and has already been discussed with, the Department of Environmental Protection. The DEP informed engineers that it would want the 3" line to run all the way to the south lift station. The 3" line would cost an extra \$100,000. They will also add a 10" dry-line force main.

Additionally, engineer, Alex Rouchaleau, has sized pumps and will send all information to Amir by Monday, April 27, 2020.

The permit should be approved by the May Board Meeting and will be ready to bid. Chairman Hawkins requested a draft Invitation to Bid be brought to the next Board Meeting. Once it is approved, it will be solicited.

OP 2 – Other Items

X. System Manager

SM 1 – Discussion of the May 2020 Board Meeting

Staff recommended cancelling or rescheduling the May 11, 2020 Board Meeting. Chairman Hawkins requested that the May meeting be cancelled, but rescheduled. Staff will maintain close contact with engineers, Cliff Knauer and Amir Zafar, and will reschedule the meeting for later in the month once a permit has been approved.

SM 2 – Other Items

XI. Board

BD 1 – Other Items

XII. Adjourn – Chairman Hawkins offered a motion to adjourn.

Date Minutes Approved

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

CA 1 **List of Invoices to be Paid**

Attached is a list of invoices to be approved for payment.

Recommendation

Staff respectfully recommend permission to issue payments for the invoices in the attached list.

Board Action

Moved by:

Seconded by:

Action Taken:



04/24/2020 INVOICES FOR PAYMENT APPROVAL

Operating Invoices

Invoice Date	Vendor Name	Invoice #	Invoice Amount	DESCRIPTION	PO Number	Invoice Received
5/1/2020	NGN	42937	\$ 1,060.74	General Counsel April 2020		5/22/2020
6/2/2020	GSG	1902820204	\$4,439.00	GSG General Management April 2020	20190003	6/2/2020
6/2/2020	GSG	1902920204	\$875.00	GSG WA 19-02 Finance, Accounting, Grants Mgmt	20190005	6/2/2020
\$6,374.74 TOTAL OPERATING EXPENDITURES						

Reimbursable Invoices

Invoice Date	Vendor Name	Invoice #	Invoice Amount	DESCRIPTION	PO Number	Invoice Received
5/1/2020	NGN	42938	\$ 3,487.50	79 Corridor Authority - Grant Eligible April 2020		5/22/2020
\$3,487.50 TOTAL CAPITAL (REIMBURSABLE) EXPENDITURES						

\$9,862.24 GRAND TOTAL

\$101,068.38 Bank Balance



PAYMENT APPROVAL VOUCHER

Vendor Name NGN Check# _____
 Vendor # _____ Check Date _____
 Invoice # 42937
 Invoice Date 5/1/2020 Invoice Rec'd Date 5/22/2020
 Work Performed 4/1/2020-4/30/2020
 PO# _____
 Amount \$ 1,060.74

Invoice Short Description:
General Counsel for April 2020

N/A
 Construction Administrator Approval _____ Date _____
 (Deliverable Received is Satisfactory)


 System Manager Approval _____ Date 5/27/2020


 Finance Manager Approval _____ Date 05/22/2020
 (Budget Available and Account Coding Correct)

Effective Date 4/30/2020
 Fiscal Year 2020
 Period 7

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org 40100300 Operating
 Object 536310 Legal
 Project 1
 \$Amount \$ 1,060.74

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org _____
 Object _____
 Project _____
 \$Amount _____

TOTAL \$ 1,060.74

**Nabors
Giblin &
Nickerson** P.A.
ATTORNEYS AT LAW
Post Office Box 11008
Tallahassee, Florida 32302
Telephone: (850) 224-4070

RECEIVED
MAY 22 2020

BY: *J. Delveta*

May 1, 2020
Bill through 04/30/2020
Invoice# 1009 17106 42937 HJE

Government Services Group
Attn: Krystal Strickland
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308

Re: 79 Corridor Authority - General

<u>PROFESSIONAL SERVICES</u>			<u>Hours</u>	<u>Amount</u>
04/01/2020	EJR	Call with GSG re: virtual meetings, project design status.	0.10	\$22.50
04/08/2020	EJR	Multiple email correspondence re: upcoming meetings, virtual meeting policy.	0.40	\$90.00
04/09/2020	EJR	Attend to email correspondence re: virtual meetings.	0.25	\$56.25
04/10/2020	EJR	Reviewed notice for April Board meeting, edits/revisions to same and email correspondence re: same.	0.40	\$90.00
04/14/2020	EJR	Working group conference call re: various matters. Email correspondence re: audit RFP. Reviewed Bonifay Rate Study conducted by Rural Water.	0.50	\$112.50
04/15/2020	EJR	Reviewed notes from GSG call with City of Bonifay re: project design. Questions/comments concerning same and multiple email correspondence re: same.	0.75	\$168.75
04/16/2020	EJR	Reviewed draft agenda for April Board meeting, multiple email correspondence re: same.	0.30	\$67.50
04/22/2020	EJR	Drafted competitive solicitation materials in connection with invitation to bid for construction of water/sewer project.	1.00	\$225.00
04/24/2020	EJR	Prepared for and attended April 24 Board of Directors Meeting conducted through communications media technology.	1.00	\$225.00

Total Fees

\$1,057.50

DISBURSEMENTS

04/30/2020 Long Distance Telephone Charges

3.24

Total Disbursements

\$3.24

BILLING SUMMARY

Rosenthal, Evan J

4.70

hrs

225.00

/hr

1,057.50

TOTAL FEES

\$1,057.50

TOTAL DISBURSEMENTS

\$3.24

Total due this invoice

\$1,060.74

Nabors, Giblin & Nickerson P.A. Phones_Postage Detail

Date Range
From: 2020-04-01 00:00
To: 2020-04-30 23:59

1009-17106 79 Corridor Authority / Re: 79 Corridor Authority - General:

Phone Transaction(s)

OfficerName	Date	Time	Description	Number	Destination	Duration	Cost Charge	Net Charges	Status
	4/6/2020	16:27	Outgoing	14076296900	Winter Park, Fl	00:01:37	0.24	0.24	Billed
	4/6/2020	16:29	Outgoing	14075808481	Orlando, Fl	00:02:14	0.36	0.36	Billed
	4/20/2020	10:40	Outgoing	12173041353	Danville, Il	00:21:42	2.64	2.64	Billed
Transtotals for Phone:						00:25:33	3.24	3.24	
Totals For 1009-17106 79 Corridor Authority / Re: 79 Corridor Authority - General:							3.24	3.24	

Included transaction type(s): Fax, Disb, Phone



**79 CORRIDOR
PROJECT AUTHORITY**

PAYMENT APPROVAL VOUCHER

Vendor Name	<u>GSG</u>	Check#	<u> </u>
Vendor #	<u> </u>	Check Date	<u> </u>
Invoice #	<u>1902820204</u>	Invoice Rec'd	
Invoice Date	<u>6/2/2020</u>	Date	<u>6/2/2020</u>
Work Performed	<u>04/01/2020-04/30/2020</u>		
PO#	<u>20190003</u>		
Amount	<u>\$ 4,439.00</u>		

Invoice Short Description:

GSG General Management Basic Services for April 2020. Includes general management and board clerk work related to publication of monthly agenda packets and notices.

N/A _____ Date _____
 Construction Administrator Approval
 (Deliverable Received is Satisfactory)

_____ Date _____
 Board Member Approval

 _____ Date 06/02/2020
 Finance Manager Approval
 (Budget Available and Account Coding Correct)

Effective Date 4/30/2020
 Fiscal Year 2020
 Period 8

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org 401000110
 Object 536310 Management
 Project 1
 \$Amount \$ 4,439.00

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org _____
 Object _____
 Project _____
 \$Amount _____

TOTAL \$ 4,439.00



Invoice

RECEIVED
JUN 02 2020

BY: *J. Sheets*

Sold To:

Hwy 79 Corridor Authority
1500 Mahan Drive, # 250
Tallahassee, FL 32308

Invoice Number:
19028-2020-4

Invoice Date:
6/2/20

Page:

1

Customer ID: 530

Customer PO	Payment Terms	Sales Rep ID	Due Date
530 20190003 JD	Net Due	STRKRY	6/2/20

Description	Amount
MANAGEMENT SERVICES	
DAVID DILENA - 1.3 HRS @ \$190	247.00
JESSICA DEVITO - 9.5 HRS @ \$90	855.00
KRYSTAL STRICKLAND - 5.3 HRS @ \$190	1,007.00
MELVIN MARTINEZ - 5.3 HRS @ \$190	1,007.00
ROBERT SHEETS - 6.3 HRS @ \$210	1,323.00

Subtotal 4,439.00

Total Invoice Amount 4,439.00

Check No **Payment Received** 0.00

TOTAL 4,439.00

Name	Project Number	Project Description	Date	Hours	Rate	Total	Notes
David DeLena	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	0.5	\$ 190.00	\$ 95.00	April 24, 2020 Board Meeting
David DeLena	528-19023	Highway 79 Corridor Authority - System Management	4/29/2020	0.8	\$ 190.00	\$ 152.00	Bi-monthly Bentley call. Discuss project and handover of finances and projections to Langwood.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/1/2020	1.3	\$ 90.00	\$ 117.00	Took notes on call with City of Bentley and follow-up call with Jerry Connolly.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/8/2020	2	\$ 90.00	\$ 180.00	Took notes on Engineering Design Update conference call. Wrote a Notice of Change of Meetings and sent it to legal counsel for review.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/13/2020	0.3	\$ 90.00	\$ 27.00	Created a Working Group Agenda for the April 14, 2020 Conference Call
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/14/2020	1.5	\$ 90.00	\$ 135.00	Took notes on Working Group Conference Call. Created List of Invoices to be paid to be placed into Board Agenda Package.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/15/2020	0.5	\$ 90.00	\$ 45.00	Took notes on call with the City of Bentley.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/16/2020	0.3	\$ 90.00	\$ 27.00	Created a Board Agenda for the April 24, 2020 Board Meeting
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/17/2020	0.3	\$ 90.00	\$ 45.00	Finalized agenda for April 24, 2020 Board Meeting
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/20/2020	1	\$ 90.00	\$ 90.00	Created cover pages for the Board Agenda Packet. Assembled a Board Agenda Packet.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/22/2020	0.3	\$ 90.00	\$ 27.00	Finalized Board Agenda Package for April 24, 2020 Board Meeting.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/23/2020	0.5	\$ 90.00	\$ 45.00	Cancelled all documentation pertaining to purchase orders 20190003 and 20190005.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	0.5	\$ 90.00	\$ 45.00	Took minutes for the April 24, 2020 Board Meeting.
Jessica DeVito	528-19023	Highway 79 Corridor Authority - System Management	4/29/2020	0.8	\$ 90.00	\$ 72.00	Participated in call with Finance Manager (Crystal Strickland), Melvin Martinez, David DeLena and engineer, Jerry Connolly
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/1/2020	1.5	\$ 190.00	\$ 285.00	Update with Bentley Design differences between engineers.
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/14/2020	1	\$ 190.00	\$ 190.00	Working group agenda call with Robert Sheets, legal operations, and board clerk to finalize agenda and abstracts for April 24th Board Meeting.
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/15/2020	0.5	\$ 190.00	\$ 95.00	Conference call with Bentley Amir and Jerry discuss design updates
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	0.5	\$ 190.00	\$ 95.00	April 24, 2020 Board Meeting
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	1	\$ 190.00	\$ 190.00	engineer call and update Langwood to take over.
Crystal Strickland	528-19023	Highway 79 Corridor Authority - System Management	4/29/2020	0.8	\$ 190.00	\$ 152.00	Bi-monthly Bentley call. Discuss project and handover of finances and projections to Melvin Martinez. Meet engineering team with Jerry Connolly
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/1/2020	1.5	\$ 190.00	\$ 285.00	Update with Bentley Design differences between engineers.
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/14/2020	1	\$ 190.00	\$ 190.00	Working group agenda call with Robert Sheets, legal operations, and board clerk to finalize agenda and abstracts for April 24th Board Meeting.
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/15/2020	0.5	\$ 190.00	\$ 95.00	Conference call with Bentley Amir and Jerry discuss design updates
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/17/2020	1	\$ 190.00	\$ 190.00	Engineering Conference Call
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	0.5	\$ 190.00	\$ 95.00	April 24, 2020 Board Meeting
Melvin Martinez	528-19023	Highway 79 Corridor Authority - System Management	4/29/2020	0.8	\$ 190.00	\$ 152.00	Bi-monthly Bentley call. Discuss project and handover of finances and projections to Langwood.
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/1/2020	1.5	\$ 210.00	\$ 315.00	Update with Bentley Design differences between engineers.
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/8/2020	2	\$ 210.00	\$ 420.00	Engineering Design Update conference call.
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/14/2020	1	\$ 210.00	\$ 210.00	Working group agenda call with legal operations, and board clerk to finalize agenda and abstracts for April 24th Board Meeting.
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/15/2020	0.5	\$ 210.00	\$ 105.00	Conference call with Bentley Amir and Jerry discuss design updates
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/24/2020	0.5	\$ 210.00	\$ 105.00	April 24, 2020 Board Meeting
Robert Sheets	528-19023	Highway 79 Corridor Authority - System Management	4/29/2020	0.8	\$ 210.00	\$ 168.00	Bi-monthly Bentley call.
				6.3		\$ 4,439.00	
						\$	
						\$ 4,439.00	NTE \$5,000/Month



PAYMENT APPROVAL VOUCHER

Vendor Name GSG Check# _____
 Vendor # _____ Check Date _____
 Invoice # 1902920204
 Invoice Date 6/2/2020 Invoice Rec'd Date 6/2/2020
 Work Performed 04/01/2020-04/30/2020
 PO# 20190005
 Amount \$ 875.00

Invoice Short Description:

Accounting, Financial Reporting and Grants Management Services for April 2020.

N/A _____ Date _____
 Construction Administrator Approval
 (Deliverable Received is Satisfactory)

_____ Date _____
 Board Member Approval

 _____ Date 06/02/2020
 Finance Manager Approval
 (Budget Available and Account Coding Correct)

Effective Date 4/30/2020
 Fiscal Year 2020
 Period 8

HWY 79 CORRIDOR AUTHORITY GL CODING

Org 401000110
 Object 536320 Finance, Accounting, Compliance
 Project 1
 \$Amount \$ 840.00

HWY 79 CORRIDOR AUTHORITY GL CODING

Org 40100200
 Object 536510 Office Supplies
 Project 1
 \$Amount \$ 35.00

TOTAL \$ 875.00



RECEIVED
JUN 02 2020

Invoice

BY: *J. DeVito*

Sold To:

Hwy 79 Corridor Authority
1500 Mahan Drive, # 250
Tallahassee, FL 32308

Invoice Number:
19029-2020-4

Invoice Date:
6/2/20

Page:
1

Customer ID: 530

Customer PO	Payment Terms	Sales Rep ID	Due Date
530 20190005 JD	Net Due	STRKRY	6/2/20

Description	Amount
ACCOUNTING, FINANCIAL REPORTING AND GRANTS MANAGEMENT	
DAVID DILENA 1 HR @ \$20.00	20.00
JESSICA DEVITO - 4.1 HRS @ \$60	246.00
KRYSTAL STRICKLAND - 2.5 HRS @ \$120	300.00
MELVIN MARTINEZ - 2 HRS @ 120	240.00
MELVIN MARTINEZ - .8 HRS @ \$60	48.00
QUICKBOOKS	35.00
LESS: NOT-TO-EXCEED	-14.00

Subtotal 875.00

Total Invoice Amount 875.00

Check No Payment Received 0.00

TOTAL 875.00

Name	Project Number	Project Description	Date	Hours	Rate	Total	Notes
David DiLena	530-19029	Highway 79 Corridor Authority – Financial Services	4/27/2020	1	\$ 20.00	\$ 20.00	Conference Call with Jerry Connolly and Melvin Martinez - Construction Cost
Jessica DeVito	530-19029	Highway 79 Corridor Authority – Financial Services	4/8/2020	2	\$ 60.00	\$ 120.00	Created a bill in QuickBooks for Dewberry Invoice 1805314. Updated Finance Manager on accounting status. Performed bank reconciliation and updated operating budget actuals. Reviewed operating budget vs. actuals with Finance Manager.
Jessica DeVito	530-19029	Highway 79 Corridor Authority – Financial Services	4/10/2020	0.5	\$ 60.00	\$ 30.00	Created payment vouchers for NGN invoice nos. 42873 and 42874 and entered them into QuickBooks.
Jessica DeVito	530-19029	Highway 79 Corridor Authority – Financial Services	4/20/2020	0.8	\$ 60.00	\$ 48.00	Entered GSG's March 2020 invoices into QuickBooks.
Jessica DeVito	530-19029	Highway 79 Corridor Authority – Financial Services	4/23/2020	0.3	\$ 60.00	\$ 18.00	Modified GSG Invoice No. 1902920203 to reflect accurate costs.
Jessica DeVito	530-19029	Highway 79 Corridor Authority – Financial Services	4/28/2020	0.5	\$ 60.00	\$ 30.00	Wrote checks for NGN and GSG invoices approved at April 24, 2020 Board Meeting.
				4.1			
Krystal Strickland	530-19029	Highway 79 Corridor Authority – Financial Services	4/8/2020	2	\$ 120.00	\$ 240.00	Draft 5 year projections, review year-to-date actuals, request invoices from vendors.
Krystal Strickland	530-19029	Highway 79 Corridor Authority – Financial Services	4/29/2020	0.5	\$ 120.00	\$ 60.00	Get signatures on checks in Chipley.
				2.5			
Melvin Martinez	530-19029	Highway 79 Corridor Authority – Financial Services	4/6/2020	1	\$ 120.00	\$ 120.00	Review March 2020 Entries and draft financial statements
Melvin Martinez	530-19029	Highway 79 Corridor Authority – Financial Services	4/20/2020	0.8	\$ 60.00	\$ 48.00	Reviewed and signed invoices for payment voucher.
Melvin Martinez	530-19029	Highway 79 Corridor Authority – Financial Services	4/27/2020	1	\$ 120.00	\$ 120.00	Conference Call with David DiLena and Jerry Connolly - Construction Cost Projection
				2.8		\$ 854.00	
						\$ (14.00)	NTE \$840/Month
						<u>\$ 840.00</u>	



PAYMENT APPROVAL VOUCHER

Vendor Name NGN Check# _____
 Vendor # _____ Check Date _____
 Invoice # 42938
 Invoice Date 5/1/2020 Invoice Rec'd Date 5/22/2020
 Work Performed 4/1/2020-4/30/2020
 PO# _____
 Amount \$ 3,487.50

Invoice Short Description:

79 Corridor Authority - Grant Eligible April 2020

N/A
 Construction Administrator Approval
 (Deliverable Received is Satisfactory)

_____ Date


 System Manager Approval

5/27/2020
 Date


 Finance Manager Approval
 (Budget Available and Account Coding Correct)

05/22/2020
 Date

Effective Date 4/30/2020
 Fiscal Year 2020
 Period 7

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org 40160600 FDOT Grant
 Object 536653 Legal & Permitting
 Project CP001
 \$Amount \$ 3,487.50

HWY 79 CORRIDOR AUTHORITY GL CODING
 Org
 Object
 Project
 \$Amount

TOTAL \$ 3,487.50

Nabors
Giblin &
Nickerson P.A.

ATTORNEYS AT LAW

Post Office Box 11008
Tallahassee, Florida 32302
Telephone: (850) 224-4070

RECEIVED
MAY 22 2020

BY: J. DelBete

May 1, 2020

Bill through 04/30/2020

Invoice# 1009 19138 42938 HJE

Government Services Group
Attn: Krystal Strickland
1500 Mahan Drive, Suite 250
Tallahassee, FL 32308

Re: 79 Corridor Authority - Grant Eligible

PROFESSIONAL SERVICES

			<u>Hours</u>	<u>Amount</u>
04/14/2020	EJR	Working Group conference call re: issues related to project design. Reviewed letter from City of Bonifay re: project design.	0.75	\$168.75
04/20/2020	EJR	Drafted agenda item re: virtual meeting policy and email correspondence re: same. Reviewed agenda items re: May meeting, revenue sharing contributions. Edits/revisions to same and multiple email correspondence re: same.	1.25	\$281.25
04/20/2020	EJR	Call with Jerry Connolly re: project design. Edited/revised agenda item re: status of project design/engineering. Email correspondence re: same.	1.50	\$337.50
04/21/2020	EJR	Reviewed email correspondence re: project design, negotiations with Bonifay, agenda item for April Board meeting re: same. Additional edits/revisions to agenda item and email correspondence re: same.	0.50	\$112.50
04/22/2020	EJR	Reviewed email correspondence from GSG re: update from City concerning proposed project design including 3 inch force main connection to City system. Additional edits/revisions to Board agenda item concerning project design and email correspondence re: same. Reviewed final agenda package and email correspondence re: same.	0.50	\$112.50
04/23/2020	EJR	Attend to email correspondence re: update to agenda item concerning project design.	5.50	\$1,237.50

		Drafted competitive solicitation materials in connection with invitation to bid for construction of water/sewer project.		
04/24/2020	EJR	Call with Jerry Connolly of GSG re: update concerning project design, guidance from DEP re: sizing of sewer lines. Email correspondence with Dewberry re: acquisition of second easement for sewer lines. Drafted competitive solicitation materials in connection with invitation to bid for construction of water/sewer project.	3.75	\$843.75
04/24/2020	EJR	Drafted competitive solicitation materials in connection with invitation to bid for construction of water/sewer project.	1.50	\$337.50
04/28/2020	EJR	Call with Cliff Knauer of Dewberry Engineering re: project design, status of easement agreement from Washington County property owner. Email correspondence re: permit application.	0.25	\$56.25

Total Fees

 \$3,487.50

BILLING SUMMARY

Rosenthal, Evan J	15.50	hrs	225.00	/hr	3,487.50
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TOTAL FEES

 \$3,487.50
Total due this invoice

\$3,487.50

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

CA 2

Other Items

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

FA 1 **Monthly Financial Report**

Attached is the financial report for the period ending 5/31/2020.

**HIGHWAY 79 CORRIDOR AUTHORITY
OPERATIONS
As of May 31, 2020**

	FY2020 Budget	FY2020 YTD Actuals	FY2020 Projection
OPERATING REVENUES			
Charges for Water Services	-	-	-
Charges for Wastewater Services	-	-	-
Special Assessment Revenue	-	-	-
Other, net	-	-	-
TOTAL OPERATING REVENUES	<u>-</u>	<u>-</u>	<u>-</u>
OPERATING EXPENSES			
Operating and management services	69,200	30,169	59,369
Other operating expenses	29,500	821	27,500
Professional Services	65,065	15,300	65,065
TOTAL OPERATING EXPENSES	<u>163,765</u>	<u>46,290</u>	<u>151,934</u>
NET OPERATING REVENUE (EXPENSE)	<u>(163,765)</u>	<u>(46,290)</u>	<u>(151,934)</u>
NON-OPERATING REVENUE (EXPENSE)			
Operating Grants and Contributions	100,000	100,000	100,000
Interest income	-	-	-
Miscellaneous Non-Operating, net	-	-	-
TOTAL NON-OPERATING REVENUE (EXPENSE)	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
CAPITAL CONTRIBUTIONS			
Impact Fees, net	-	-	-
Capital Grants	2,632,996	138,491	654,628
Capital Contributions	-	-	-
TOTAL CAPITAL CONTRIBUTIONS	<u>2,632,996</u>	<u>138,491</u>	<u>654,628</u>
OTHER TRANSFERS IN (OUT)			
Impact Fees (restricted)	-	-	-
Capital Grant/Contributions transfers out (restricted)	(2,632,996)	(138,491)	(654,628)
Renewal and Replacement Fund	-	-	-
TOTAL TRANSFERS IN (OUT)	<u>(2,632,996)</u>	<u>(138,491)</u>	<u>(654,628)</u>
Increase (decrease) in net position	<u>(63,765)</u>	<u>53,710</u>	<u>(51,934)</u>
Unrestricted Fund Balance - beginning of year	71,812	71,812	71,812
Unrestricted Fund Balance - end of year	8,048	125,522	19,878

	FY2020 Budget	FY2020 YTD Actuals	FY2020 Projection
RESTRICTED FUNDS			
Sources			
DOT Capital Grant	811,535	107,356	344,072
DEO Capital Grant	1,821,461	-	275,033
Impact Fees	-	-	-
Renewal and Replacement	-	-	-
Total CIP Restricted Sources	<u>2,632,996</u>	<u>107,356</u>	<u>619,106</u>
Uses			
CP001: 2.3 Miles Water/Sewer Infrastructure	2,632,996	107,356	619,106
TBD line extensions (use impact fees)	-	-	-
TBD Renewal and Replacement Projects	-	-	-
Total CIP Restricted Uses	<u>2,632,996</u>	<u>107,356</u>	<u>619,106</u>
CIP Restricted Fund Balance, Beginning	-	-	-
CIP Restricted Fund Balance, Ending	-	-	-

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

FA 2 Discussion of 2021 Budget Schedule and Need for Line of Credit and Other Cashflow Issues



79 CORRIDOR PROJECT AUTHORITY

Highway 79 Corridor FY2021 Tentative Operating Budget and Proposed Capital Budget Summary

Briefing Presentation

June 8th, 2020



Objectives

- Accomplishments
- Challenges
- Goals
- Tentative FY20 Forecast
- FY21 Goals & Objectives
- Tentative FY21 Operating Budget
- Tentative FY21 Capital Budget
- Next Steps



FY2020 Accomplishments

- Established operating procedures and protocol for Authority
- Completed design for project
- Began discussions with Bonifay regarding Bulk Service and Operations and Maintenance Agreement
- Issue Bids for construction(June)
- Award construction contract(August)
- Begin Construction(September)



FY20/21 Challenges

- Secure line of credit for cash flow needs during 2020/2021
 - Est at \$130K
- Development focused economic development plan for the corridor
- Maintain schedule and milestones on project





79 CORRIDOR
PROJECT AUTHORITY

FY21 Goals

- Attempt to secure additional funding for project
- Finalize Bulk Service and O&M agreement with Bonifay
- Finalize Authority's retail rates
- Initiate Economic Development effort to secure development along 79 corridor



79 CORRIDOR
PROJECT AUTHORITY



FY2020 Operating Budget & Projection

FY20 Operating Budget & Projection

<u>Budget Category</u>	<u>2019 Actual</u>	<u>2020 Budgeted</u>	<u>2020 Projected</u>
Operating Contributions (Counties)	\$ 100,000	\$ 100,000	\$ 100,000
Operating and management services	(17,447)	(69,200)	(59,369)
Other operating expenses	-	(29,500)	(27,500)
Professional Services	(10,741)	(65,065)	(65,065)
Increase (Decrease) in Net Position	<u>\$ 71,812</u>	<u>\$ (63,765)</u>	<u>\$ (51,934)</u>
<u>Fund Balance - Cash</u>			
Unrestricted Fund Balance - Beginning of Year	\$ -	\$ 71,812	\$ 71,812
Unrestricted Fund Balance - End of Year	<u>\$ 71,812</u>	<u>\$ 8,047</u>	<u>\$ 19,878</u>

- Operating & Mgmt Services are projected to be under budget
- Projected cash balance (Fund) of \$19K carried forward to FY2021





BUDGET



**79 CORRIDOR
PROJECT AUTHORITY**

FY2021 Tentative Budgets

FY21 Tentative Operating Budget



<u>Budget Category</u>	<u>2019 Actual</u>	<u>2020 Budgeted</u>	<u>2020 Projected</u>	<u>2021 Tentative</u>
Operating Contributions (Counties)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Operating and management services	(17,447)	(69,200)	(59,369)	(80,080)
Other operating expenses	-	(29,500)	(27,500)	(24,100)
Professional Services	(10,741)	(65,065)	(65,065)	(58,300)
Increase (Decrease) in Net Position	<u>\$ 71,812</u>	<u>\$ (63,765)</u>	<u>\$ (51,934)</u>	<u>\$ (62,480)</u>
<u>Fund Balance - Cash</u>				
Unrestricted Fund Balance - Beginning of Year	\$ -	\$ 71,812	\$ 71,812	\$ 19,878
Unrestricted Fund Balance - End of Year	<u>\$ 71,812</u>	<u>\$ 8,047</u>	<u>\$ 19,878</u>	<u>\$ (42,602)</u>

- FY2021 budget is (\$1,285) less than FY2020 Budget
- Cash balance projected to be in the red within the 1st Qtr.
 - Need LOC to bridge temporary short-fall



FY21 Tentative Capital Budget by Cost Category



	FY2019	FY2020	FY2021	TOTAL
CP001 Details - DOT G1642				
Inspection	-	18,143	90,715	108,858
Legal & Permitting	-	7,134	5,606	12,740
Engineering	88,465	117,035	19,500	225,000
Materials	-	141,250	8,750	150,000
Construction	-	60,510	342,892	403,402
CP001 Total DOT Project	88,465	344,072	467,463	900,000
CP001 Details - DEO G0006 (Washington County)				
Capital Project Administration	-	18,143	90,715	108,858
Construction	-	256,890	1,455,713	1,712,603
CP001 Total DEO Project	-	275,033	1,546,428	1,821,461
CP001 Total Project	88,465	619,106	2,013,891	2,721,461

- Anticipating LOC by September 2020 to begin construction.



FY21 Tentative 5 Year Capital Budget



Uses

Project Description	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	TOTAL
CP001: 2.3 Miles Water/Sewer Infrastructure	88,465	619,106	2,013,891	-	-	-	2,721,461
Total Uses:	88,465	619,106	2,013,891	-	-	-	2,721,461

Sources

DOT Grant G1642	88,465	344,072	467,463	-	-	-	900,000
DEO Grant G0006 *	-	275,033	1,546,428	-	-	-	1,821,461
Total Sources:	88,465	619,106	2,013,891	-	-	-	2,721,461

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

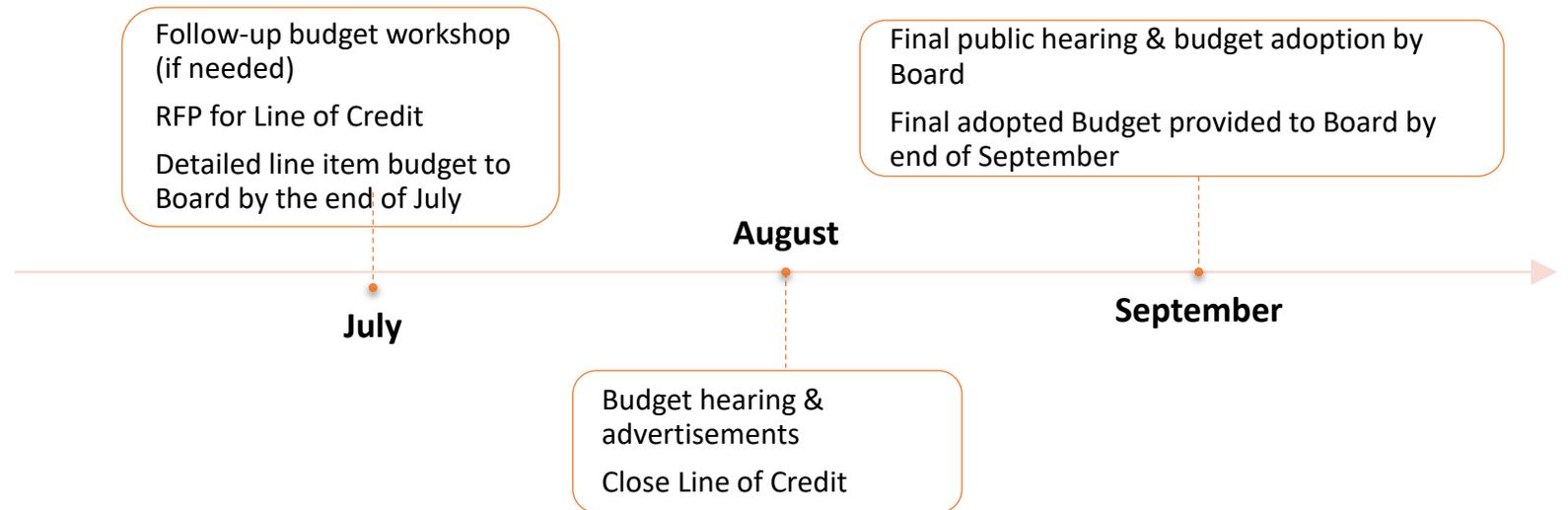
- Estimated to use \$88K of LOC to bridge cash between payment of invoices and reimbursements from Grants





79 CORRIDOR PROJECT AUTHORITY

Next Steps



Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

FA 3

Other Items

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

OP 1 Updated Construction Schedule

Attached is an updated schedule for the Highway 79 Corridor Authority water and sewer project.

Highway 79 Corridor Authority

Board Agenda Item

April 24, 2020

Item

OP 2 Invitation to Bid for Construction Services ITB 20-1

Executive Summary:

This item requests Board approval of the release and advertisement of invitation to bid (ITB) 20-1 for construction services for the Highway 79 Water and Sewer construction project.

Background and Analysis

General Counsel, in coordination with the General Manager and Dewberry Engineering, has prepared the attached ITB for construction services for the Highway 79 Corridor Authority water/sewer project. Key facets of the ITB and the solicitation process are summarized below.

Schedule

The ITB calls for the following schedule of events:

ACTION	DATE AND TIME
Advertisement of ITB	June 10, 2020
Mandatory Pre-Bid Conference	June 24, 2020 @ 10:00 a.m.
Cut-Off date for Technical Questions from Bidders	July 7, 2020 @ 5:00 p.m.
Responses to Technical Questions Provided	July 15, 2020
Bids Due	July 29, 2020 @ 3:00 p.m.
Public Opening of Bids	July 29, 2020 @ 3:15 p.m.
Evaluation of Bids by Selection Committee	August 2020
Final Scoring/Ranking by Selection Committee (Top 3 Bids to be Presented to Board)	August 2020
Board Consideration of Top 3 Bids and Selection	August-September 2020
Posting of Intent to Award	August-September 2020
Contract Negotiations Begin	August-September 2020
Board Approval of Award and Contract	August-September 2020,
Anticipated Beginning of Work	September 2020

Evaluation

Initially, it is proposed that responses to the ITB be evaluated and ranked by a Selection Committee consisting of Jerry Connolly (GSG), Cliff Knauer (Dewberry), and Amir Zafar (City of Bonifay Engineer). Because the Selection Committee will be making a recommendation to the Board, they will be required to meet in the sunshine and all meetings of the Selection Committee will be noticed and open to the public.

It is proposed that the Selection Committee rank the top 3 responsive, responsible proposals, which will be presented to the Board for consideration of the award of a contract.

Communication

It is important for Board members to be aware that a Cone of Silence, as defined in the Highway 79 Corridor Authority Purchasing Policy will be in effect for this ITB beginning with the advertisement date (June 10, 2020) through issuance of a Notice of Award.

In accordance the Cone of Silence and to ensure fair consideration for all Proposers, the communication to or with any officer, member, elected official, department, office, or employee of the Authority, the City of Bonifay, Holmes County, or Washington County during the solicitation process from the date of advertisement of this ITB through notice of award shall be prohibited, except to the extent such communications are directed to the contact person designated in the ITB (see below).

To the extent Board members receive communications regarding the ITB, Board members should refrain from responding and direct all such communications to Jerry Connolly, jconnolly@govmserv.com, the designated contact person listed in the ITB.

Options

1. Approve ITB20-1 for release and advertisement, subject to such revisions as may be deemed necessary by the General Counsel or General Manager, and create a Selection Committee consisting of Cliff Knauer, Jerry Connolly, and Amir Zafar to evaluate bids and rank the top 3 responsive, responsible bids for consideration of the award of a contract by the Board.
2. Do not Approve ITB20-1 for release and advertisement.
3. Board Direction.

Attachments

1. ITB 20-1, FOR HIGHWAY 79 CORRIDOR WATER AND WASTEWATER CONSTRUCTION PROJECT

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

OP 3

Other Items

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

SM 1 **Update on Audit RFP**

This will be provided as a verbal update.

Recommendation

Staff respectfully recommends that the Board approves the Audit RFP.

Board Action

Moved by:

Seconded by:

Action Taken:

Highway 79 Corridor Authority

Board Agenda Item

June 8, 2020

Item

SM 2

Other Items

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GC 1

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BD 1

Other Items
