Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
January 22, 2016, 10:00 a.m.

Participants:

Commissioner Bill Parrish	Holmes County BOCC	wtparrish@gmail.com
Carter Johnson	FDOT	Carter.johnson@dot.state.fl.us
Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Julia Bullington	Holmes Co Chamber/TDC	chamber@wfeca.net
Charles Kent	Washington County BOCC	
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Wendel Whitehurst	Holmes County	hcc@holmescountyfl.org
David Corbin	Washington County	dcorbin@washingtonfl.com
Jim Town	Washington County	Jim_Town@bellsouth.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com

Jim Town told the group it should focus on what kind of entity it should form. After investigation, he believed it would be some form of a dependent district. The type would also depend on the funding. He handed out information with various ways of setting up.

Interlocal Agreement: Joint venture agreement, often made up of competitors or government entities who get together for a common purpose

Passed by resolution of each of the entities, usually very broad

The entity will have funding authority and will have stand-alone powers like a government

Rules of procedure will dictate exactly how the entity will be run
As yet, there is no legislative support, the type of entity chosen will depend on whether or not support is needed, certain types may be done by local government resolution;
Town said that they needed to decide on the boundaries of the land coverage as well. He suggested one way would be 100 yards on either side of Highway 79 starting at Highway 90 and continuing south to Douglas Ferry.

Jim Town said for planning purposes, he was calling it the "79 Corridor Authority;" although the name may need to be changed to comply with statutes depending on the type of entity.

Governance: Board of Supervisors. Town suggested going with five members. The landowners would not vote since they would exist under an overlay. Three of the members would be appointed by the three government entities and a business leader from each of the two counties. The chair and vice-chair would have to be board members but the secretary and treasurer need not be, they could actually be 'hired help' or perhaps a management company since those positions will be work intensive.

The board reserves the right to appoint committees for any special needs.

Conflicts of Interest concerns are also important to note.
All meetings are public and must comply with Sunshine Laws
The board prepares the annual budget

Funding: Large financial commitments are not required of the three government signatories. Grants from government and/or private entities will be the primary source of funding. Any debt that the entity takes on must have the approval of the three signatories of the interlocal agreement. It is possible there may be a small residual debt with the water and sewer construction. Working funds such as a tenth of a mil from the two counties may provide the initial cash flow. Town suggested these be interest bearing loans, so the counties would not be putting up money that would not be eventually returned.

Revenue Sharing: Jim Town told the group that it is the intention to make the entity self-sufficient as soon as possible, however, it has no control over where the first user will locate. He suggested that until each of the signatories has one developer in its tax base then those that already have the development will put a portion of their tax base income back into a fund controlled by the entity which would go to the signatories without a development. The fund would continue until both counties and the city of Bonifay each has a revenue producing source in its tax base. There was an extended discussion on the income that each of the signatories would or would not eventually receive.

General Topics: The entity will be a governmental entity and subject to all pursuant laws.
It is possible that outside consultants, accountants, marketers, engineers, may be needed.
The entity may need discretionary funds to incentivize new developers.
There will also probably need to be initial funding for the entity—especially for attorney's fees.
An initial amount of approximately $5,000 from both counties may be needed. The amount would not necessarily need to be delivered all at once or up front.
The Holmes County Development Commission may serve to administer the funds initially provided by the two counties.

Ted Everett noted it was important to clarify the overlay process to landowners. The process must begin immediately. He suggested another joint meeting with Caitlin Cerame to start the overlay process in both counties. With the overlay process, landowners are not required to change their property to commercial. Jim Town said that once there was an overlay, there must an annual review. The landowners in the overlay should be offered a land use change without a fee.

Bill Parrish suggested a joint workshop to speak to the city and county regarding the exact steps to take to put the overlay process in action. A workshop can be scheduled at any time. Jim Town will draft a resolution to be submitted to the county commission.

Susan Estes
Opportunity Florida

Holmes County - Washington County Corridor Committee
Friday, January 22, 2016, 10:00 a.m.
<u>Entity Topics</u>

I. Creating The Entity.

A. Interlocal Agreement.

1. By Resolutions – Holmes, Washington, City of Bonifay

2. Interlocal Agreement contains the policies, authorities, general procedures, funding, and limiting instructions for conduct of corridor business.

3. Three steps:

a. Resolutions approving the concept and authorizing the Corridor Committee to complete the detailed studies and prepare a plan ready to be implemented; may include a small budget for administrative costs (Feb 0- March 2016);

b. Implementing resolutions to fund & execute the plan (when initial business(s) to develop facilities within the corridor are contracted and grants and funding are ready available to be drawn);

c. Entity is funded and staffed, has adopted its "Rules of Procedure" and initial fiscal year (or partial year budget), and commences operations.

4. Interlocal Agreement will be a comprehensive document that when used in conjunction with the Entity Rules of Procedure should provide specific guidelines for absolute control and compliance with FL Statutes and regulation of special legal entities.

B. Corridor Entity Topics.

1. **<u>Name.</u>** For planning purposes until the exact legal entity form is identified by legal counsel, use "79 Corridor Authority".

2. **<u>Governance.</u>** Board of Supervisors (5) with an elected official from each signatory to the Interlocal Agreement (3) plus an appointee from each county who is not an elected or appointed official of any signatory and is a recognized business or community leader whose expertise will contribute to the effective functioning of the 79 Corridor Authority.

a. Terms shall be three (3) years and the initial Supervisors shall be assigned staggered terms so that 1 supervisor shall serve an initial 1-year term; 2 supervisors shall serve a 2-year term; 2 supervisors shall serve a 3-year term. All supervisors shall be eligible to serve a maximum of two full terms in addition to any initial partial term upon appointment.

b. A quorum of three supervisors present or participating remotely via concurrent communications shall be required to conduct business.

c. The Board shall elect from its membership a Chairperson and Vice Chairperson. Furthermore, the Board shall appoint a Secretary and Treasurer who may or may not be a member of the Board, and if not members shall be bonded to appropriate levels for fidelity and theft protection. In the event that neither the chairperson or vice chairperson is present at a duly noticed but a quorum is present, than the members present shall elect a member to perform meeting chairperson duties. Duties of the chair, vice chair, secretary, and treasurer shall be as specified in FL Statutes appropriate to the legal entity structure.

d. The Board shall establish a permanent record book of its proceedings for its corporate acts and designate the custodial location for such entity records.

e. The Board shall establish a meeting schedule for each fiscal year, publish notice of meetings in advance in the newspapers of general circulation, and file such notices of regular or special meetings with each signatory government entity.

f. The Board may appoint such committees as it deems necessary to conduct its business.

g. In the event any Board member has a conflict of interest for voting as a supervisor, then the Board shall follow the provisions of Chapters 112 and 190 of FL Statutes.

h. All meetings of the Board and Committees shall be open to the public in accordance with Chapter 286 FL Statutes.

i. The Board shall prepare and adopt a budget for each fiscal year and along with any amendments to the adopted "Rules of Procedure" submit to the signatories of the Interlocal Agreement to be approved as part of each governments' budget cycle.

3. **Funding**. It is the intent of the signatories to the Interlocal Agreement that the 79 Corridor Authority shall be self-funding as provided in that Agreement and the Rules of Procedure as follows:

a. Grants from other governmental or private entities shall be the primary source of funding.

b. Debt (loans or bond issues), whether short or long-term, shall be approved only upon concurrence of the signatories to the Interlocal Agreement. It's anticipated that there may be a residual debt component to the initial water and sewer construction project grant funding.

c. To provide a cash flow in the early years both Holmes and Washington Counties shall provide loans up to 1/10th-mill of the ad valorem assessed tax role, which currently would produce an estimated $60,000 from Holmes County and $80,000 from Washington County annually. Such loans shall be interest bearing and repaid from 79 Corridor Authority revenues at the earliest possible dates. Advances against loaned funds shall be available upon adoption of the implementing resolutions by signatories to the Interlocal

Agreement to create the "authority" legal entity to fund approved start-up costs. In the event that the ad valorem loans are pledged for issuance of bonds or matching funds for grants, then the loan repayment schedule shall be governed by those arrangements.

d. The Chairperson shall have the same discretionary approval authority as the two county managers, or $10,000.00, whichever is greater for disbursements under the approved fiscal year budget. Disbursements greater than $10,000.00 shall only be made for approved contracted services and shall require two signatures with the treasurer and either the chairperson or vice chair. The Board shall establish signature authorities of less $10,000 for the vice chair and treasurer.

e. The 79 Corridor Authority shall have the power to create assessments within the corridor subject to the provisions of Florida Statutes based upon the legal entity created.

f. Tax Increment Funding (TIF) may also be used as part of the total funding plan subject to Florida Statutes for the legal entity created.

4. **Revenue Sharing.**

a. The water & sewer construction shall be funded primarily by the 79 Corridor Authority in conjunction with the City of Bonifay, and the City of Bonifay shall establish and collect the services fees and charges.

b. Once the 79 Corridor Authority is created with defined geographic boundaries along FL Hwy 79 in Holmes and Washington counties and the City of Bonifay, there is no way to direct or require development on specific parcels. As an example, if the initial development is in Washington County then WC receives ad valorem taxes, various other fees and taxes, impact fees, and the City of Bonifay receives fees and service revenues for water and sewer, but Holmes County would receive no financial benefit from that development.

c. Perhaps a way to address that would be if those governments receiving revenue from a development would set-aside __% of that revenue to be paid to 79 Corridor Authority that would then disburse the collected funds to the governmental entity that did not receive any revenues during the year. Such revenue sharing would continue until each county and the City of Bonifay had one new development within the corridor, recognizing that the new developments might not be of equal revenue to the 3 governments' signatory to the Interlocal Agreement.

II. **General Topics.**

A. The 79 Corridor Authority will be a legal entity in the State of Florida, probably a dependent district of some format, and as such will be required to submit financial reports and the annual outside audit just like the county and city governments.

Entity Topics

B. The 79 Corridor Authority will require accounting and financial records separate and independent from the county and city records.

C. It may be appropriate for the 79 Corridor Authority to engage the services of a special district management firm to insure compliance with Florida Statutes, to keep the records, and do the accounting and disbursements.

D. In the process of activating the 79 Corridor Authority, it may also be necessary for the Authority to engage consultants to assist with the initial marketing campaign, feasibility and engineering for the sewer & water construction, and others, and the detailed budget for that will be included in the final plan documents.

E. The 79 Corridor Authority may also need some discretionary funds to incentivize developer proposing new job creation in addition to existing state and local incentive programs.

More to follow in later meetings.......

HOLMES - WASHINGTON CORRIDOR COMMITTEEE

1-22-16

HOLMES CO CHAMBER

NAME	ORGANIZATION	EMAIL
Susan Estes	Opportunity Florida	susan@opportunityflorida.com
Bill Parish	Holmes Co. Commission	wtparish@g.mail.com
Carter Johnson	FDOT	carter.johnson@DOT.STATE.FL.US
Ashley Pettis	Holmes Co. Development Comm.	hcdc1978@gmail.com
Julia Bullington	HC. CHAMBER/TDC	CHAMBER@WFECA.NET
Charles Kent	Washington Co BOCC	
Raymon Thomas	Holmes CDC	hcdc.thomas@gmail.com
Ted Everett	Washington Cnty EDC	ted@washcomall.com
Wendel Whitehurst	Holmes County	hcc@holmescountyFL.ORG
David Corbin	Washington County	dcorbin@washingtonFL.com
Jim Town	WC	

Holmes - Washington County Joint Infrastructure Committee Meeting

Holmes County Development Commission - Bonifay

3/15/2016 -- 10:00 a.m.

Name	Organization	Email
Susan Estes	Opportunity Florida	susane@opportunityflorida.com
Raymon Thomas	HCDC	hcdc.thomas@gmail.com
Wendel Whitehurst	Holmes Co. BOCC	hcc@holmesCountyFL.org
Bill Parish	Holmes Co. BOCC	wtparish@gmail.com
Charles Kent	Washington Co. BOCC	
Ashley Pettis	Holmes Co. Development	hcdc1978@gmail.com
Julia Bullington	HCCC	chamber@wfeca.net
Ted Everett	Washington cnty chamber	ted@washcomall.com
Terry Ellis	Wash. Co. EDC	terry.ellis@wphome.com
Jim Town	BEA, Inc	jim_BEA@bellsouth.net
Roger Brooks	City of Bonifay	rogerbrooks@centurylink.net

Hwy 79 Corridor Project

Agenda

March 15, 2016

1. Call to order & Invocation - ***Terry Ellis***
2. Approval/modification of Agenda
3. Approval/correction of February 2016 Minutes
4. Plan for the Overlay Process Bonifay/ Holmes County - ***Caitlin Cerame***
5. Discussion of Authority - ***Jim Town***
6. New date and time for meeting - ***Ted Everett***
7. Adjourn

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Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
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Water Resource Funding in Florida
August 2015

The Florida Department of Environmental Protection through its Division of Water Restoration Assistance provides financial assistance to local governments and certain other entities to upgrade, expand, or build wastewater, stormwater, and drinking water facilities or implement various other water quality improvement projects.

- **Clean Water State Revolving Fund (SRF) loan program** provides low-interest loans to local governments to plan, design, and build or upgrade wastewater, stormwater, and nonpoint source pollution prevention projects. Certain agricultural best management practices may also qualify for funding. Discounted assistance for small communities is available. Interest rates on loans are below market rates and vary based on the economic wherewithal of the community. The Clean Water SRF is Florida's largest financial assistance program for water infrastructure. More information is available at www.dep.state.fl.us/water/wff/cwsrf or contact Tim Banks at 850.245.2969 or timothy.banks@dep.state.fl.us.
- **Drinking Water SRF loan program** provides low-interest loans to local governments and certain private utilities to plan, design, and build or upgrade drinking water systems. Discounted assistance for small communities may be available also principal forgiveness (grant) may also be available for disadvantaged communities. Interest rates on loans are typically 40% below market rates. More information is available at www.dep.state.fl.us/water/wff/dwsrf or contact Paul Brandl at 850.245.2986 or paul.brandl@dep.state.fl.us.
- **Small Community Wastewater Facilities Grants Program** provides grants to fund the construction of wastewater facilities in municipalities with 10,000 or fewer people and *per capita* income levels below Florida's average *per capita* income. A local match is required. The program is linked to the Clean Water SRF program outlined above, and is highly competitive. More information is available at www.dep.state.fl.us/water/wff/cwsrf/smalcwgp.htm or contact Tim Banks at 850.245.2969 or timothy.banks@dep.state.fl.us.
- Florida's **Section 319 grant program** administers funds received from EPA to implement projects or programs that reduce nonpoint sources of pollution. Projects or programs must benefit Florida's priority watersheds ("impaired waters") and local sponsors must provide at least a 40% match or in-kind contribution. Eligible activities include demonstration and evaluation of urban and agricultural stormwater best management practices, stormwater retrofits, and public education. More information is available at www.dep.state.fl.us/water/nonpoint/319h.htm or contact Kate Brackett at 850.245.2951 or kathryn.brackett@dep.state.fl.us.
- Funding for projects related to the implementation of **Total Maximum Daily Load (TMDL)** determinations may be available through periodic legislative appropriations to the DEP. When funds are available, the program prioritizes stormwater retrofit projects to benefit impaired waters, somewhat along the lines of the previously mentioned Section 319 grant program. Information is available at www.dep.state.fl.us/water/watersheds/tmdl_grant.htm or by contacting Kate Brackett at 850.245.2951 or kathryn.brackett@dep.state.fl.us.

The Florida Legislature may solicit applications directly for **"Community Budget Issue Request"** projects, including water projects, in anticipation of upcoming legislative sessions. This process is an opportunity to secure legislative sponsorship of project funding through the state budget. The Legislature may coordinate applications with the department. In other years, the Legislature will not solicit projects but may include them in the budget in any event. You are advised to contact your local legislative delegation to determine whether there are opportunities available to fund your project. Information on contacting Senators and Representatives is available at www.leg.state.fl.us.

There are a number of other programs at both the state and federal levels that offer the possibility of water infrastructure funding. These include:

Florida Department of Economic Opportunity (DEO)

Small Cities Community Development Block Grant (CDBG) Program – Funds are available annually for water and sewer projects that benefit low and moderate income persons. Moneys also may be available for water and sewer projects that serve a specific "job-creating entity" as long as most of the jobs created are for people with low or moderate incomes. For more information, visit www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community- development-block-grant-program or contact Roger Doherty at 850.717-8417 or roger.doherty@deo.myflorida.com.

Technical Assistance Planning Grants – Through the Bureau of Comprehensive Planning, DEO receives legislatively appropriated funds to provide Technical Assistance Grants to local governments and regional planning councils to assist counties and municipalities in developing economic development strategies, meeting the requirements of the Community Planning Act, addressing critical local planning issues, and promoting innovative planning solutions to challenges identified by local government applicants. For more information, visit www.floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/technical-assistance or contact Nia Clark at 850.717-8492 or nia.clark@deo.myflorida.com.

Florida Rural Water Association Loan Program – This program provides low-interest bond or bank financing for community utility projects in coordination with the DEP SRF programs discussed above. Other financial assistance may also be available. For more information, visit www.frwa.net/ and look for the links to "Funding" and "Long Term Financing" or contact Gary Williams at 850.668.2746 or gary.williams@frwa.net.

Enterprise Florida – Enterprise Florida's program is a resource for a variety of public and private projects and activities, including those in rural communities, to facilitate the creation, capital investment, and strengthening and diversification of local economies by promoting tourism, trade and economic development. The various Enterprise Florida programs and financial incentives are intended, among other things, to provide additional financial assistance to enable communities to better access other infrastructure funding programs. For more information, visit www.eflorida.com; contact information is available from the "Contact Us" link at the top of the page.

Florida's **five regional water management districts** also offer financial assistance for a variety of water-related projects, for water supply development, water resource development, and surface water restoration. Assistance may be provided from *ad valorem* tax revenues or from periodic legislative appropriations for Alternative Water Supply Development and Surface Water Improvement and Management (SWIM) projects. The amount of funding available, matching requirements and types of assistance may vary from year-to-year. For information on funding opportunities, contact the water management district with jurisdiction in your area—see www.dep.state.fl.us/secretary/watman for a map and links to each of the districts.

U.S. Department of Commerce **Economic Development Administration (EDA) Public Works and Development Facilities Program** - The program provides funding to help distressed communities in economic decline revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage business expansion, diversify local economies, and generate or retain long- term, private sector jobs and investment. The program focuses on redeveloping existing infrastructure. For more information, visit www.eda.gov/investmentPriorities.htm or contact Jonathan Corso at 404.730.3023 or jonathan.corso@eda.gov.

U.S. Department of Agriculture (USDA)

Rural Development Rural Utilities Service (RUS) Guaranteed and Direct Loans and Grants - This program provides a combination of loans and grants for water, wastewater, and solid waste projects to rural communities and small incorporated municipalities. Some nonprofit entities also may be eligible. For more information, visit www.rurdev.usda.gov/UWEP_HomePage.html or contact Michael Langston at 352.338.3485 or michael.langston@fl.usda.gov.

Regional Conservation Partnership Program (RCPP) - Under the 2008 Farm Bill, the Regional Conservation Partnership Program (RCPP) promotes coordination between NRCS and its partners to deliver conservation assistance to producers and landowners. www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/farmbill/rcpp/

Congress - State and Tribal Assistance Grant Program provides the opportunity to secure Congressional sponsorship of project funding, including water project funding, through the annual federal budget process. The program's stated purpose is to strengthen state, local governments, and tribal abilities to address environmental and public health threats while furthering environmental compliance. You may want to consider contacting your Representative or Senators for assistance in pursuing funding; see http://thomas.loc.gov/links/.

You may also want to review:

- **Grants.gov** at http://www.grants.gov/, which is the official federal website for information on more than 1,000 federal grant programs. The site includes an automatic email notification system for keeping apprised of federal grant opportunities.
- **Catalog of Federal Domestic Assistance** at http://www.cfda.gov/, which provides a database of all federal programs available to state and local governments; public, quasi-public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals. There are a variety of sources of niche funding that may be appropriate to your situation. There are also private funding sources (endowments, private trusts, etc.) that may, on occasion, fund water-related projects; a variety of sources to investigate these opportunities are available on the web.
- **The Florida Resource Directory** at http://www.floridaresourcedirectory.org/, which provides a searchable directory of information about and links to many state and federal

programs with resources available to help local communities. Funding for water-related projects is just one of many types of assistance identified here.

If you are interested in **disaster relief**, your first contacts should be to **Florida's Division of Emergency Management** at http://www.floridadisaster.org/ or your county emergency management agency (see www.floridadisaster.org/fl_county_em.asp); and the **Federal Emergency Management Agency** at 1.800.621.FEMA (3362), or visit www.fema.gov/government/grant/pa/index.shtm, where the process for securing disaster-related infrastructure assistance begins.

If you have general questions about financial assistance unrelated to any particular program, please contact **Trina Vielhauer, Director of the Division of Water Restoration Assistance** with the Department of Environmental Protection at 850.245.2998 or trina.vielhauer@dep.state.fl.us.

Notice of Bid/Request for Proposal

DEPARTMENT OF ECONOMIC OPPORTUNITY

Division of Community Development

RULE NO.: RULE TITLE:

73C-23.0041 Application Process - General Information

Notice of Funding Availability

The Department of Economic Opportunity (DEO) announces the availability of funding for non-entitlement units of local government under the Florida Small Cities Community Development Block Grant (CDBG) Program. The Department will make Federal Fiscal Year (FFY) 2015 funding available for the Neighborhood Revitalization ($8.59 million), Housing Rehabilitation ($5.65 million) and Commercial Revitalization ($1.49 million) program areas. Units of local government are not eligible to apply for funding in one of the three program areas if they have an open CDBG subgrant in any of the three areas.

The Department also has approximately $6.87 million available in the Economic Development (ED) program area for job creation/retention activities. Non-entitlement units of local government that have an open Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization or Economic Development subgrant are eligible to apply for Economic Development funding if the open subgrant is "on time" and "on schedule" as defined in Rule 73C-23.0031, Florida Administrative Code.

A total of $22.6 million in FFY 2015 funding will be available to eligible applicants in the four program areas. The FFY 2015 list of non-entitlement units of local government is available on the Department's website at www.FloridaJobs.org/CDBGApplicantInfo. The application process is conducted in accordance with Sections 290.0401 – 290.048, Florida Statutes, and Chapter 73C-23, Florida Administrative Code.

The Federal Fiscal Year 2015 application cycle for all of the above-mentioned categories of funding will begin ("open") on March 12, 2016, and end ("close") at 5:00 p.m. ET on April 25, 2016, ("the deadline date"). Funding requests must be submitted on the Florida Small Cities CDBG Application for Funding, Form SC-60 (February, 2016), which is available on the Department's website listed above, must be received by 5:00 p.m. ET on April 25, 2016. Mailing address: Florida Small Cities CDBG Program, Department of Economic Opportunity, 107 East Madison Street – MSC 400, Tallahassee, Florida 32399-6508. Hand-delivered applications must be received by 5:00 p.m. ET on April 25, 2016, at the Small Cities CDBG Program office in the Caldwell Building, 107 East Madison Street, Tallahassee. Two copies of the Application for Funding must be submitted, including at least one complete hard copy with original signatures. An electronic copy of the Application for Funding (in Microsoft Word or Adobe PDF format on a CD or USB drive) can be submitted as the second required copy of the application.

In the event that funds remain available in the Economic Development category after the application deadline date, ED applications submitted after the deadline date will be reviewed, and eligible applications will be awarded funding on a first-come, first-served basis.

An additional $600,483 has been designated as Emergency Set-Aside funding for state-declared emergencies that occurred between April 1, 2015, and March 31, 2016. A separate Notice of Funding Availability will be published for these funds.

If you have questions, please contact Roger Doherty, Small Cities CDBG Planning Manager, (850)717-8417, roger.doherty@deo.myflorida.com.

Drinking Water Infrastructure Funding Sources
February 2016

Grant Agency	Grant Name	Application Timeframe	Open Date	Close Date	Award Date	Overall Process Time (estimate)	Contact
Florida Rural Water Association							**Gary Williams, Executive Director, (850) 668-2746**
U.S. Department of Agriculture (USDA) - Water system grants - Water system loans (10-40 years)	**Rural Development Rural Utilities Guaranteed and Direct Loans and Grants**	Open application cycle	N/A	N/A	N/A	12 months	**Michael Langston, State Programs Office, (352) 338-3440**
Florida Department of Environmental Protection (DEP) - Pre-construction grants - Construction grants - Pre-construction loans - Construction loans (20-30 years)	**Drinking Water State Revolving Fund (SRF) Grants & Loans**	Annual	N/A	N/A	N/A	Varies	**Shanin Speas-Frost, Program Administrator, (850) 245-2991**
Florida Legislature - Water system grants	**Community Budget Issue Request**	Annual	December	December	July 1	6 months	**Local Legislative delegation member**
Florida Department of Economic Opportunity (DEO) - Water and sewer system grants	**Community Development Block Grant Program (CDBG) - Small Cities CDBG**	Annual	March 12, 2016	April 25, 2016	August 2016	6 months	**Roger Doherty, Planning Manager, (850) 717-8417**
Northwest Florida Water Management District (NWFWMD)	**Water Supply Development Grant Program**	Annual	July 2016	August 2016	October/ November 2016	4-5 months	**Christina Coger, Program Manager, (850) 539-5999**

Hwy 79 Authority
Task Force Meeting
Monday, March 28, 2016 at 11:00 A.M.

Attendee Sign-In

Name:

Julia Bullington	HCCC
Ashley Pettis	HCDC
Roger Brooks	City of Bonifay
Susan Estes	Opportunity Florida
Raymon Thomas	HCDC
Wendel Whitehurst	Holmes County
David Corbin	Wash County
Charles Kent	Wash County
Ted Everett	Washington County Chamber
Jim Town	WC EDC
Caitlin Cerame	West Florida Regional Planning Council

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
March 15, 2016; 11:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Julia Bullington	Holmes Co Chamber/TDC	chamber@wfeca.net
Charles Kent	Washington County BOCC	
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Wendel Whitehurst	Holmes County	hcc@holmescountyfl.org
Terry Ellis	Washington County EDC	Terry.ellis@wphome.com
Jim Town	Washington County	Jim_Town@bellsouth.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com
Bill Parish	Holmes County BOCC	Wtparish@gmail.com
Roger Brooks	City of Bonifay	rogerbrooks@centurylink.net
Caitlin Cerame (via phone)	Gulf Coast RPC	

Ted Everett welcomed the group. Caitlin Cerame has met with the city of Bonifay regarding the work plan and the overlay process. The overlay process will be ongoing through the next several months. As the group reaches that point, it will look at what grant opportunities exist and perhaps wrap up in one year's time.

Approval of minutes:
The group reviewed the minutes. Charles Kent approved the minutes; Julia Bullington seconded and the motion was approved.

Plan for Overlay Process-Bonifay/Holmes County
Caitlin Cerame gave an overview of the overlay process. She has put together a timeline for the overlay process in Bonifay which includes the start date and public outreach. If it were to start in late April, the process could be expedited and it should be possible to get something adopted for the overlay by September. The collection of data will include citizen input as the city and county investigates who would be interested in changing their zoning immediately. The information will be presented at the appropriate meetings with Holmes County BOCC and the City of Bonifay. The RPC is putting together information at this time regarding cost estimates and where they can combine efforts with the city and counties in order to get the proposal finalized as soon as the end of this week.

Holmes County meets on the second (9:00 a.m.) and last Tuesday (6:00 p.m.) of each month. Cerame will be send the proposal to Wendel Whitehurst upon completion.

Discussion of Authority

Jim Town said the financial viability of the authority can build the model even though the group is unsure of the type of entity it will use at this time. The authority should have impact fees and it is recommended that the city and county adopt impact fees. He will show different effects of having and not having impact fees in the corridor. Town said it would be simplest for the authority to set the impact fees and the revenue sharing took place from the authority to government entities. Bonifay does have impact fees on sewer and water.

Jim Town will set up the authority showing different streams of revenue with and without impact fees. Everything the authority does will be strictly commercial. Standard impact fees are road, fire and medical. Sewer and water fees do not include the tap. He suggested the authority might also want to consider looking at the fees for law enforcement since the growth may cause that to increase.

Tax increment financing and ad valorem is already established in the models. This will give the authority a tax stream. Any loans will be paid back to the three government entities regarding the 1/10 of one mil to serve as seed money. Grants will also reduce the debt service. Both counties should be able to increase their tax bases so the increase of 1/10 of one mil will not be as big of an impact on the counties.

This will take several weeks to set everything up. Town will contact all parties to make sure all the fees are correct. Permitting and discharge capacity are separate, based on the ability to produce water and process waste water. The EPA has put a limit on discharge that cannot be lifted; this may be alleviated by going to a spray field. The Authority may step in to help with this problem. Town noted that he does not have current information regarding the city of Bonifay water/sewer capacities.

Ted Everett noted that having three separate entities involved –two counties and one city-would help in the legislature regarding water management. It is important to get any applications in early since funding for these kinds of projects is in high demand. Some of the funding will be approved by the legislature and some by the water management district. Everett believes the Authority should be able to get at least half of the money through grants. A large amount of property has been cleared along Highway for commercial property. The city of Chipley is also looking at building another spray field. The city of Bonifay would benefit greatly from a spray field.

Jim Town will forward his questions to Ted Everett who will pass them along to the city. It was noted that the city council member in charge of sewer and water is a plumber.

Wendell Whitehurst noted that many companies are interested in building water/sewer projects. They would be able to then realize the benefits. This should help in pushing through the project. Businesses would be interested in the investment of what they can make once the traffic increases.

Roger Brooks told the group that Kate Daniel, Gulf Coast RPC, has given the city of Bonifay a proposal for changing the land use. It will be reviewed at the next council meeting.

A regular meeting date was set for the third Tuesday of the month at 10:00 a.m. at the Log Cabin.

The meeting was adjourned at 11:09 a.m.

Susan Estes
Opportunity Florida

2016-2017 Community Planning Technical Assistance Grant

1. Request for funding deadline: Monday, May 2, 2016
2. Award amount: $25,000 - $40,000
3. Project Completion: June 15, 2017
4. Eligibility: Available to counties and municipalities. Regional Planning Councils may also be eligible for funding for projects on behalf of or for the benefit of local governments within their regions. Awardees may sub-contract.
5. Project requirements:
    a. Scope of Work
    b. Deliverables and Tasks
    c. Performance Measures
    d. Due Date
    e. Fixed Payment Amount
6. Payment: Reimbursement for each deliverable after submission of appropriate documentation.
7. Typical Projects: Master plans, agricultural tours, inventory analyses, watershed analyses, revitalization plans, marketing/branding for tourism development, and asset mapping.

VIEW GRANT OPPORTUNITY

« Back | Link

EDA-HDQ-TA-HDQ-2016-2004759
FY 2016 – FY 2019 EDA Planning Program and Local Technical Assistance Program
Department of Commerce

- Synopsis
- Version History
- Related Documents
- Package

Print Synopsis Details ?

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **12/9/2015**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click send me change notification emails. The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

General Information

Document Type:	Grants Notice	**Posted Date:**	Dec 10, 2015
Funding Opportunity Number:	EDA-HDQ-TA-HDQ-2016-2004759	**Last Updated Date:**	Dec 10, 2015
Funding Opportunity Title:	FY 2016 – FY 2019 EDA Planning Program and Local Technical Assistance Program	**Original Closing Date for Applications:**	Applications are accepted on a continuing basis and processed as received. This Planning and Local Technical Assistance opportunity will remain in effect until superseded by a future announcement.
Opportunity Category:	Discretionary	**Current Closing Date for Applications:**	Applications are accepted on a continuing basis and processed as received. This Planning and Local Technical Assistance opportunity will remain in effect until superseded by a future announcement.
Opportunity Category Explanation:		**Archive Date:**	
Funding Instrument Type:	Cooperative Agreement Grant	**Estimated Total Program Funding:**	
Category of Funding Activity:	Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification) Regional Development	**Award Ceiling:**	$300,000
Category Explanation:	Regional planning and local technical assistance	**Award Floor:**	$0
Expected Number of Awards:			
CFDA Number(s):	11.302 -- Economic Development_Support for Planning Organizations 11.303 -- Economic Development_Technical Assistance		
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants:	Others (see text field entitled "Additional Information on Eligibility" for clarification) Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education City or township governments Private institutions of higher education State governments Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education Native American tribal governments (Federally recognized) Public and State controlled institutions of higher education Special district governments County governments
Additional Information on Eligibility:	Pursuant to section 3 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3122) (PWEDA) and EDA's regulation at 13 C.F.R. § 300.3, the following types of entities are eligible to receive funding assistance from EDA: 1. District Organizations (as defined in 13 C.F.R. § 300.3); 2. Indian Tribes or a consortium of Indian Tribes; 3. States, cities, or other political subdivisions of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions; 4. Institutions of higher education or a consortium of institutions of higher education; or 5. Public or private non-profit organizations or associations acting in cooperation with officials of a political subdivision of a State.

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
April 19, 2016; 11:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Julia Bullington	Holmes Co Chamber/TDC	chamber@wfeca.net
Charles Kent	Washington County BOCC	
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Wendel Whitehurst	Holmes County	hcc@holmescountyfl.org
Bill Parish	Holmes County	wtparish@gmail.com
Jim Town	Washington County	Jim_bea@bellsouth.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com
Cliff Knauer	PRI / Dewberry	knauerc@preble-rish.com
Roger Brooks	City of Bonifay	rogerbrooks@centurylink.net
Jeff Goodman	Jeff Goodman, P.A.	jgoodman@jeffgoodmanlaw.com

Ted Everett began by welcoming everyone to the meeting. He told them Caitlin Cerame would call in with a brief update on the possible DEO grant. She is still trying to find out if the grant would be able to cover legal fees.

Cerame told the group the Scope of Work (SOW), request for funding and deliverables were currently being reviewed by the Regional Planning Council (RPC). There are five deliverables, including a legal opinion and engineering. She has also added public outreach to the deliverables. Other potential funding sources are also being considered. All the findings will be included in a final report that will explain the project. The RPC has staff members that are highly skilled at marketing and presentation. She asked the group to let her know of any changes or additions they would like to see. The RPC will be meeting to decide about what the costs for the grant will be; DEO has told them that administrative fees should be included in the grant deliverables.

Ted Everett asked whether it would be possible for the finished document to be sent out within two weeks. It will need to be taken before the county commissions and city council. He would like to bring it before the commissions during workshops. He suggested starting the meetings the second week in May. Caitlin Cerame said the due date on the application was May 2. Everett will check in and see what the entities needed prior to applying for the grant. Ted Everett intends doing several one on one meetings with the commissioners to tell them about the grant. He asked for a synopsis to distribute to the entities.

There were two upcoming workshops scheduled later in the week in Holmes and Washington Counties. Everett will be at the Washington County workshop but still wanted to speak one on one with the commissioners. Jim Town noted that since the entities had already approved the Interlocal Agreement that it may be possible for them to give the Chair the authority to sign the grant. Both of the BOCCs will meet on April 26. There is no match required on the grant so thoughts were that the commissioners would be agreeable. Julia Bullington suggested the cover letter written by the RPC would suffice as a synopsis but Everett wanted to make sure everything was covered before presenting it to the commissioners.

Jim Town passed out two templates on the Corridor and Revenue. He specified the handouts were for discussion only to show possible revenue. He told the group the Corridor Authority template was put together to show certain assumptions. Many of the numbers are only theoretical because certain decisions, such as how to deal with impact fees, had not yet been made. He made the assumptions just to show how everything fits together. Although the business owner will decide where they will locate, the spreadsheet was based on a random drawing of where certain types of businesses will go—for purposes of showing how revenue might be set up.

Town told the group the basic assumption on revenue was that the Authority would need seed money to get started as well as money in addition to the county loans through grants and loans to cover construction costs. It will need a source of revenue to sustain itself once it is in operation. This was to be covered by 10% of whatever the local governments realized coming out of the Corridor area other than building and development fees which are untouchable. Ad valorem and revenue sharing are part of those fees. Once the decision is made activating the authority, it will draw down $70,000—1/10 of 1 mil. Based on the ad valorem tax rolls, that is worth around $140,000 per year, $80,000 from Washington and $60,000 from Holmes. Ultimately, the Authority will draw down $360,000, at a 20 year amortization, hopefully below prime, from the counties and that will go on as a five year payoff. The construction costs are expected be at least $2 million. The authority hopes to get at least 50% of that in grants. The funding that is not realized from the counties and grants will need to be borrowed. These loans would be paid off in approximately 10 years. The Authority will need to borrow at least $750,000 that will need to be repaid.

The committee has not yet decided on how it will deal with seeking money from the legislature however, it is hoped that the county and city buy in will ease that request. It is important local legislators are kept abreast of this project.

Tax increment financing is based on the geographic area of the Authority. That should account for about $411,000

Impact Fees: Washington County has an impact fee ordinance (currently inactive) but Holmes County does not. Jim Town based his numbers on the Washington County impact fee. It should be determined whether the Corridor Authority wants to have an impact fee study done. It should also be made clear that the rest of the county and city, outside of the corridor, will not have the impact fees.

Revenue sharing: Approximately 10% of the sales tax collected will come back to the Authority. This will be approximately $530,000. The land that Bonifay annexed will increase revenue.

Development Order Filing Fees: The Authority wants to control the impact fee collection and have them flow to the government entities from the Authority. The Authority will operate the development review committee. The Authority will charge a fee and possibly keep a planner, attorney and others as necessary on retainer. When the Authority certifies the project to the entity that will issue the permits and development order, it will confirm it complies with the rest of the corridor. The corridor will have its own planning authority function separate and apart from the entities.

Expenses will include construction, engineering and legal costs. The legal costs to administer a district are not negligible and will constitute a large part of the expenses. Accounting and administrative costs will also be high especially at the beginning.

Cash Available Before Debt Service: The cash available for debt service will build up over time. By the end of year eight, it is expected the district will generate $484,000 in recurring revenue.

Debt Service: The authority will begin paying the county and the banks back in the second fiscal year. Debt service is about $80,000 a year. In the eighth year, the surplus revenue is $484,000 but will need to pay $289,000 cash for the county loan. By the tenth year, however, the Authority should have accumulated over $1 million and will be able to pay off the bank loan and still have money in the bank.

Schedules 1-5 on the second page detail how the calculations on the summary lines were put together on the first page of the handout.

The third page shows the theoretical way the businesses may end up on the land. It shows the hypothetical revenue that the Authority might possibly bring to the local governments. It details possible revenue from revenue sharing, ad valorem and other fees. The following page shows how Town put together the information summaried on the previous page. The last page is a copy of the actual overlay adopted in Washington County.

Question: Will there be administrative labor costs? Town told the group that they did not believe full time staffing would be necessary for the corridor authority. The Board can change that if they believed a full time person was needed. There would be enough money to cover that employment.

Question: Has an alternative schedule (to page 1) been run show revenue should fewer businesses move in than shown? Is there a baseline whereby the Corridor would still be possible to repay loans? It is important that the authority will not need to request more money from the governments. Jim Town is still waiting to hear from the government entities regarding fees. Once he receives the additional information, Town expects that he will do at least three different scenarios showing various levels of business and this would show the lowest level of new business coming into the corridor. Town said that since the debt service is $80,000 per year, the corridor would need to generate income by the fifth fiscal year to be able to meet the debt service.

Question: Regarding the map showing the possible business locations, it would seem that a truck stop would want to locate as close to I-10 as possible. Could a scaled back version of the plan that would provide water and sewer approximately 1,000 feet south of I-10? It wouldn't come all the way down to Douglas Crossroads but open up an area that would allow more immediate recompense regarding ad valorem taxes, gas taxes and other fees. Town said that according to the information he has received the water and sewer is already there for some of the parcels (50 & 51 in Holmes County).

Although water/sewer are in the area, the capacity would not be enough should a large business such as a truck stop come in. Town said information regarding plant capacities is still unknown; he is working on getting that information from the city. It is possible the corridor may need to use a spray field to increase capacity. There has been discussion regarding the purchase of a spray field for the city of Bonifay. A spray field will most likely be less expensive than a package plant.

The Mossy Head Industrial Park that Luv's came into needed a 10 inch water line. The discharge there is about 15,000 gallons of sewage per day. The county makes at least $90,000 in gas taxes each month from the truck stop.

Jeff Goodman told the group it is extremely important to look for alternative funding sources. The group will need to make sure all are working together to bring in those additional revenue sources. Ted Everett plans to meet with Brad Drake and will discuss the project with him as well as putting it before other legislators. The corridor would also be helpful in connecting travelers with Panama City Beach. It would be beneficial to involve Bay County contacts as well.

Goodman has asked Holmes County to set up a workshop prior to the April 26 BOCC meeting to discuss the grant and will then hopefully approve it at the BOCC meeting.

Susan Estes
Opportunity Florida

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
June 21, 2016; 10:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Julia Bullington	Holmes Co Chamber/TDC	chamber@wfeca.net
Caitlin Cerame	West Florida Regional Planning Council	caitlin.cerame@wfrpc.org
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Bill Parish	Holmes County	wtparish@gmail.com
Jim Town	Washington County	Jim_bea@bellsouth.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com

<u>Impact Fees</u>

Jim Town believes that the use of impact fees may be difficult for the three entities to agree upon. Impact fees should be levied within the corridor whether or not the county and city want to have them outside of said corridor. When the authority is activated, the by-laws will specify everything the board is empowered to do and state all the land use provisions that relate to within the corridor, including the impact fee structure as well as how development orders will be approved and submitted for issue of building permits. Some of the rules will need to be adopted by each of the entities—one of which will be empowering the corridor to enact impact fees. The entity will receive 90% of the fees and the corridor will get 10%. Even should the entity decide not to have impact fees they would still receive those enacted within the corridor but would be unable to disburse them anywhere except within the corridor.

When the Interlocal agreement is adopted, all the annexes and changes to comprehensive plans and details of the fees will be included. The corridor will adopt impact fees from the beginning and the entities will receive the benefit of said fees.

In referring to his handout detailing impact fee structure, Town pointed out that if Washington County had adopted impact fees in 2004 instead of in 2007, they would have realized additional revenue of over $350,000 in 2005, the largest year in Washington County history for new dwelling permits. The fees will add only a small amount to individual’s purchasing expense but would add appreciably to county income. For a typical single-family home it adds about $5.50 per month on a 30-year mortgage and $4.54 per month for a mobile home on a 20-year loan.

Jim Town calculated possible income from businesses that might locate within the corridor. The model shows total impact fees of $175,806 with the corridor receiving $17, 581 of that amount. There are several rules connected with the types of impact fees depending on their origin as well. For example, money collected for certain services must be used for those services in accordance with an adopted impact fee ordinance for the government entity. Money raised from transportation fees must be used for transportation and must be used in the district in which it is raised. A map should to be created to show the transportation districts.

Both counties will need to do impact fee studies. Most of the corridor is within the city of Bonifay. It is possible to have waivers for economic development activity and for job creation but that is something else that will need to be included in the agreement. The fees will be calculated using a set formula; they will then be averaged out between the three entities so everyone will pay the same amount no matter in which of the three government entities the business is located. There are several rules governed by statute related to the fees and they must be updated every three years. The rules are fairly detailed regarding the use of the various impact fees.

State statute requires that if an impact fee is imposed, that it must be able to demonstrate that it is the lowest cost within the district. The total cost will be averaged out so it will be same across the board. The fees will need to be updated every three years to ensure it remains at the lowest cost.

The fees are based on a 3-5 year cost average and will then be tied to where the service comes from. It is important to decide whose emergency services you will study to get the numbers. The process is very complicated.

Another of the handouts included a possible breakdown of revenue that could be realized from the corridor fees.

A meeting of the three entities would be useful to decide the use of the grant and to understand how funding is to be used within the corridor as well as to decide how services will be deployed such as emergency responses.

Town included a summary with extracts of the Washington County ordinance in his handout as an example. The Washington County Transportation Impact Fee study is attached as well. The impact fee studies are important and it is essential that all the entities understand the agreements and fees completely.

Jim Town suggested that Jeff Goodman be involved in the study and education process. He may also be able to help find an agency that could do the studies.

Susan Estes
Opportunity Florida

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

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.

<u>Section I - Introduction:</u>

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

<u>Section II – Structure of the Corridor Legal Entity</u>

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.

<u>Section V – Corridor Funding Plan</u>

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 mils 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

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
August 23, 2016 - 10:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Roger Brooks	City of Bonifay	rogerbrooks@centurylink.net
Geri Gibson	City of Bonifay	cityofbonifay.jeri@embarqmail.com
Julia Bullington	Holmes Co Chamber of Commerce	chamber@wfeca.net
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Jim Town	Washington County	Jim_bea@bellsouth.net
Russell Cole	City of Bonifay	racolejr@gmail.com
Susan Estes	Opportunity Florida	susane@opportunityflorida.com

A group met with DEO to discuss the recent denial of the grant application. DEO misunderstood the grant application. It was their impression that it was to decide whether or not there was a need for a project. Ted Everett will start speaking with other agencies to investigate what kind of technical assistance or funding can be provided. The project will be presented at the next Rural Economic Development Initiative (REDI) meeting. REDI is made up of 17 different state agencies by statute and they are tasked to provide streamlined assistance to rural areas by combining services and permitting. A project, such as this, with two counties and a city, should do well.

Jim Town told the group that four Requests for Proposals (RFP) will be published. The four RFPs are fairly similar and differ only in the purpose and in a few paragraphs. The purpose of the RFPs is to find people interested in working on the project long term. It is also important to begin validating costs in projections.

RFP 16-1: Legal Counsel & Related Services
RFP 16-2: Special District or Other Legal Entity Management & Accounting & Related Services
RFP 16-3: Engineering Consultant, Design, Construction Acceptance & Related Services
RFP 16-4: Corridor Planning, Comprehensive Plan, Land Development Code, Future Land Use Maps & Related Services

Town touched on several points in the RFPs:

RFP 16-1

Paragraph 1: Description of Work. Plans are to release the RFPs in September. The request will include the financial background and a description of the entities involved

Paragraph 5: Scope of Services and Technical Requirements. This paragraph is the only one different in the four RFPs. It is a description of the needs for each of the RFPs. Legal will be engaged once the corridor is activated by the entities. The legal counsel will work for the planning committee until the Board of Supervisors begins to work. Experience with government and contract law will be required.

Paragraph 6: Proposal Due Dates and Time. Specifies when the RFPs are to be returned and to whom they must be addressed. The RFP requires that the proposer details experience in similar projects.

Paragraph 8: Phases of the Project. Specifies proposal layout and organization.

Paragraph 9: Delivery of Proposals; Proposals are to be submitted to the county administrator in Washington County.

The attorney will be important especially in the beginning of the project because of the all the documents that will need to be generated. These include agreements with the city when ownership of the water and sewer is transferred and the tax increment plan as well as indemnifying the three government entities from liability within the corridor. The attorney will be very busy until the corridor is actually activated.

A set of the RFPs may need to be loaded onto each of the entity websites. It is important to comply with each of the government entities' procurement policies. A website for the project will eventually need to be set up.

RFP 16-2

These will be the people that run the day-to-day business of the corridor. The company will keep records and write checks, keep meeting minutes and support the Board of Supervisors. The management company will be kept very busy in the beginning because of the construction. This firm will need to be closely watched then because of the large amount of money that will be used in the beginning to ensure it is used correctly.

RFP 16-3

The engineering firm will be very important up front. They will need to get an early start to get construction going. The design of construction plans will be needed soon after the beginning of the project. The firm will need experience in government work and the design of water and sewer projects.

RFP 16-4

The planner will need experience in financial planning, comprehensive plans and tax increment financing. The West Florida RPC will need to sit on the corridor review committee to oversee the selection of the planner.

Jim Town next referred to the Preliminary Mailing List handout. Possible firms are listed that may be interested in submitting a bid for any of the RFPs. Town encouraged the group to let him of know of anyone that should be added to the list.

Ted Everett said it was important to make sure each of the government entities are kept in the loop. Funding by the entities at 1/10 of a mil will be needed and it is possible that some of the funding will be required sooner rather than later. It is important to begin speaking now to county commissioners. No funding will be needed from the city. The project will need money to be committed now to make sure the project can move forward.

Town said the initial projections that $10,000 will be needed initially are still true. He said he would go back to the original budget projections and provide more detail on exactly how the money will be used.

The next meeting is scheduled for September 27, 2016

Susan Estes
Opportunity Florida

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
September 27, 2016 - 10:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Joey Marsh	Holmes County Coord.	hcc@holmescountyfl.org
Caitlin Cerame	West FL RPC	
Julia Bullington	Holmes Co Chamber of Commerce	chamber@wfeca.net
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Raymon Thomas	Holmes Co Development Commission	hcdc.thomas@gmail.com
Jim Town	Washington County	Jim_bea@bellsouth.net
Russell Cole	City of Bonifay	racolejr@gmail.com
Jeri Gibson	City of Bonifay	Cityofbonifay.jeri@embarqmail.com
Hank Hamilton	Washington County	hhamilton@washingtonfl.com
Roger Brooks	City of Bonifay	rogerbrooks@centurylink.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com
Evan Rosenthal	Nabors, Giblin & Nickerson (NGN)	erosenthal@ngnlaw.com

The purpose of today's meeting was to answer questions regarding the RFPs that had been sent out.

Question: Evan Rosenthal asked if the committee had adopted a procurement policy
Answer: Jim Town replied the committee was presently adhering to the policies of the three entities with most attention being given to that of Holmes & Washington Counties. A policy will eventually be written into the by-laws.

Q: Who is on the Selection Committee?
A: Not yet determined. The member will be appointed at a subsequent meeting.

Q: Is there any construction currently underway on the project
A: Not at this time.

Rosenthal told the members that NGN represents cities, specials districts, counties and other government clients. They have much experience in nearly all the components connected with the Corridor project. They have experience in setting up and implementing tax increment districts, impact fees and planning.

Q: Jim Town asked if the firm has previously activated a special district.
A: Evan Rosenthal was unsure if the firm has, although he noted that it had been working on similar projects over 35 years and had been involved in much government related business.

There were no more questions and Rosenthal exited the meeting.

Ted Everett updated the group on the last meeting with DEO and representatives of several state agencies. DEO spoke about grants that might be available. He felt optimistic about working with DEO and will continue to keep in contact.

Everett told members he had asked DEO representatives at the meeting if they had experience with legislative appropriations. Senator-elect George Gainer and Representative Brad Drake will be asked to sponsor the request. He also planned to speak with Senators Jack Latvala and Bill Montford.

Jim Town said that the financial projections had been updated to show the truck stop in Holmes County (instead of Washington County) closer to I-10. This increases the revenue to Bonifay and Holmes County. The next few months will include converting the projections to actual numbers. He believes that most of the projections should remain fairly close to the actual numbers.

Town told the group that according to the RFPs, the advisory committee will appoint three members to review the proposal responses. The responses are scheduled to be opened October 18, 2016 at 10:00 a.m.   The responses will then be scored and ranked.

A regular corridor meeting will follow at 11:00 a.m. and the Selection Committee will then present their recommendations.

Everett nominated Jeff Goodman for the proposal selection committee. Raymon Thomas nominated Roger Brooks. Alan Bush and Danny Powell were also nominated.

Ted Everett made a motion to ask Jeff Goodman, Roger Brooks, Danny Powell and Alan Bush to serve on the Selection Committee; Jim Town seconded and motion was passed.

Caitlin Cerame reported that the City of Bonifay approved an agreement with the RPC to review and update the land use maps to ensure that all was correct and coordinate with Holmes County to check that all the properties were delineated correctly as well. Public outreach and neighborhood meetings were scheduled to educate property owners about the commercial intent overlay areas and the process regarding changes.

Ted Everett told the group the next REDI meeting would be in Chipley, on 10/21/16, and invited all to attend.

Susan Estes
Opportunity Florida

Holmes County-Washington County Joint Infrastructure Committee Meeting
Log Cabin - Bonifay
October 18, 2016 - 10:00 a.m.

Participants:

Ashley Pettis	Holmes Co Development Commission	Hcdc1978@gmail.com
Bill Parish (by proxy)	Holmes County	
Julia Bullington	Holmes Co Chamber of Commerce	chamber@wfeca.net
Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Jim Town	Washington County	Jim_bea@bellsouth.net
Roger Brooks (by proxy)	City of Bonifay	rogerbrooks@centurylink.net
Susan Estes	Opportunity Florida	susane@opportunityflorida.com

Ted Everett called the meeting to order at 10:18 a.m.

Jim Town reported that one response had been received for the Request for Proposal (RFP). The proposal, from Nabors, Giblin & Nickerson (NGN), had been reviewed and had scored 371 out of a possible 400 points.

The review committee recommended the two city and county attorneys and representatives from the corridor committee be authorized to open negotiations with NGN.

A handout detailing the Initial Funding Sequence was distributed. The corridor will need $10,000 in initial funding ($5,000 from each county). The money will be requested after the election. Initially, $5,000 had been marked for legal, $2,500 for demographics and marketing and $2,500 for land use and planning. Presently, land use planning is underway with the West Florida Regional Planning Council. The committee should decide whether marketing should begin or delayed until later and if all $10,000 should be marked for use by the law firm.

Ted Everett moved that he (Everett), Bill Parish and attorneys Judge Russ Cole and Jeff Goodman comprise the negotiating committee. The team would discuss costs and priorities with NGN. Jim Town seconded and asked that proxies from Bill Parish and Roger Brooks be recorded as in favor of the motion. There was no further discussion and the motion was passed unanimously.

Everett will attend both county commission meetings in November to seek the initial $5,000 from each. The negotiating committee will report back with a recommendation on how the initial $10,000 should be used prior to any final decision with NGN.

The next meeting is scheduled for November 15, 2016 at 10:00 a.m. Central.

The meeting was adjourned at 10:25

Susan Estes, recorder
Opportunity Florida

Holmes-Washington County Joint Infrastructure Committee
Conference Call
December 15, 2015

Participants:

Ted Everett	Washington County Chamber/EDC	ted@washcomall.com
Jim Town	Washington County	Jim_Town@bellsouth.net
Carter Johnson	FDOT	850-260-5244
Commissioner Bill Parrish	Holmes County	
Wendel Whitehurst	Holmes County	hcc@holmescountyfl.org
Roger Brooks	City of Bonifay	
Caitlin Cerame	West Florida RPC	caitlin.cerame@wfrpc.org
Susan Estes	Opportunity Florida	susane@opportunityflorida.com

Ted Everett told members the cost of expansion will be around $2 million for all utilities. Washington County has already begun to implement the overlay process. They've met with landowners on Highways 77 & 79 and they are receptive to the proposed changes.

Jim Town reported that Highway 77, south of I-10 originally had 9% zoned commercial. When the land use changes have been made, it will increase to at least 74% commercial. Highway 79 and Douglas Ferry was 8% and now 18% is commercial. The official approval process for changes will commence in January with the planning commission. They plan to have neighborhood information meetings, public hearings, adoption and then to Tallahassee for approval. Once the land use changes are implemented there will be 73 acres zoned commercial for in the immediate of Douglas Ferry and Highway 79.

Everett stressed that it is important that both Holmes and Washington Counties are working together and moving along at the same pace in the process. The intention is to have had all the utilities done when the end user comes along.

Roger Brooks said that the City of Bonifay has incorporated the area. He was unsure if it went all the way to the county line but would let the group know.

Ted Everett noted that the group has not yet decided on the type of authority. Jim Town will be able to guide the group on the various types of authority and which would be most suitable for their purposes. The group will need to have a resolution or MOU done by the end of February that the three government entities will remain in the project. Wendell Whitehurst and Roger Brooks both said they did not foresee any problems with that.

With no further comments or business; the meeting was adjourned.

Susan Estes
Opportunity Florida