

**MINUTES
MID-BAY BRIDGE AUTHORITY
THURSDAY, JUNE 21, 2018**

**DESTIN CITY HALL BOARD ROOM
4200 INDIAN BAYOU TRAIL
DESTIN, FLORIDA**

I. OPENING

Mr. Neilson opened the regular meeting of the Mid-Bay Bridge Authority at approximately 9:00 a.m. with the Invocation which was followed by the Pledge of Allegiance.

Members present were: James D. Neilson, Jr.
 Gordon E. Fornell
 Parker Destin
 Robert Griggs
 Bryant Paulk, FDOT Ex officio, non-voting

One Authority position has been vacant since September 21, 2017

Also present: Van Fuller Executive Director
 DC Matthews Legal Counsel
 Cathy Demoreski Administrative Assistant

II. INTRODUCTION OF VISITORS

Mike Griffith, Bay Beacon.

III. APPROVAL OF MINUTES

A. Regular Meeting – May 10, 2018

A motion to approve the May 10, 2018 FY2019 Budget Public Hearing and Regular Meeting Minutes was made by Mr. Destin with a second by Mr. Griggs and a 4-0 vote was taken for approval.

IV. TREASURER'S REPORT

Mr. Destin presented the Treasurer's Report for May 2018. Account balances were:

FNBT.com	\$	136,354.38
Regions	\$	40,633,852.80

Mr. Destin made a motion to accept the Treasurer's Report for May 2018 with a second by Mr. Griggs and a 4-0 vote was taken for approval.

V. EXECUTIVE DIRECTOR

- A. Traffic Operations.** Mr. Fuller reported that both traffic and revenue remain in line with the traffic engineer's projections. He explained the decrease in the variance over last year is a result of the Spring Break and Easter timing. March and April combined show a 2.6% increase.

Mr. Fuller also explained that the Florida Turnpike Enterprise implemented a software upgrade between June 5 and approximately June 11. This upgrade was necessary to accommodate back office activities necessary to incorporate the Tampa-Hillsborough Expressway Authority and the Miami-Dade Expressway Authority into its traffic & toll collection/billing process. The Central Florida Expressway Authority remains independent regarding collection/billing. All traffic was captured but there have been delays in posting the information and as expected the call volume has been heavy. We issued a press release on June 4, 2018 to afford our customers the opportunity to be informed through local media.

Because of resident concerns regarding traffic congestion on White Point Road on Saturday afternoons during the 2017 summer tourist season, we worked closely with Okaloosa County to close the southbound Spence Parkway entry/exit ramps at North Lakeshore Drive from approximately noon to 6:00 p.m. every Saturday beginning the week before Memorial Day through Labor Day. Timing has been weather and traffic dependent and overall appears to be working as expected. The contract to set-up and take down of traffic control and information devices is funded and administered by the Authority while the Okaloosa Sheriff costs are being funded by the Okaloosa County TDD.

- B. Legal Representation RFP.** The Request for Proposal (RFP) was advertised in late April/early May 2018 and after discussion at the May 10, 2018 meeting the RFP was amended to include a cost schedule as criteria to be considered. The criteria developed and used by the review committee (Mr. Neilson, Mr. Destin and Mr. Fuller) included the following eight elements and were all equally weighted at 1/8 for scoring purposes: ethics; representation of other Governmental entities; contract law; real estate law; municipal bond experience; personnel management; Government liaison, and cost.

Nine proposals were received in response to the RFP, with one being disqualified for not meeting the criteria. Each committee member evaluated and scored firm proposals separately and the scoring was tallied in accordance with the established criteria. Mr. Fuller recommended that the criteria and equal weighting be codified/approved by the Authority and that the Authority enter into a contract for representation with the highest ranking firm.

Mr. Destin stated that it is the responsibility of the Authority to be fiscally responsible to the public. Discussion included: whether some criteria should be weighted more heavily than others rather than equally; using a rubric for making a fair and equitable decision; re-solicitation requirement; cost considered on top; percentage standpoint criteria be developed to avoid any bid challenges; all members of the Board having an opportunity to review the scores of the proposals received. For reference and impact of costs, the Authority incurred approximately 30 hours of legal expenses in FY2017.

Mr. Paulk confirmed that the FDOT, who recently contracted for Asset Maintenance in Okaloosa County, uses the same type of solicitation, which is a state standard. When soliciting for best value quality and pricing factors are considered when scoring, 70% technical and 30% cost.

Mr. Fornell communicated that the criteria used was previously agreed upon and the proposals received were graded equally covering the full spectrum of that criteria with the committee doing exactly what the Authority requested.

Mr. Fornell made a motion to codify the criteria and approve the selection committee results based on current calculation and enter into contract negotiation with the highest ranking firm and if unsuccessful move on to the next highest ranking firm, and so on. Mr. Destin seconded the motion and a 4-0 vote taken for approval.

Mr. Fuller announced in order of precedence with combined Committee scoring based on approved criteria:

- 1) Keefe, Anchors & Gordon
- 2) Anchors Smith Grimsley, PLC
- 3) Broad and Cassel LLP

Mr. Fuller will coordinate the transition and transfer of contracts and records to capture and memorialize historical information.

VI. LEGAL COUNSEL REPORT

Mr. Neilson thanked Mr. Matthews and Matthews & Jones for their years of service to the Authority. Mr. Matthews expressed his disappointment and assured that he will work to make the transfer of records and transition smooth.

VII. BOARD MEMBER COMMENTS

None

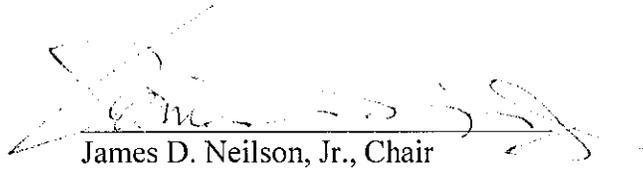
VIII. GENERAL DISCUSSION

The next regular meeting of the Authority will be held on **Thursday, July 19, 2018** at 9:00 a.m. in the Niceville City Hall Council Chambers, Niceville, Florida.

IX. ADJOURNMENT

The meeting adjourned at approximately 9:31 a.m.

Approved this 16th day of August 2018



James D. Neilson, Jr., Chair