

DOMES Meeting Minutes – February 11, 2025

9:00am

Santa Rosa County Board of County Commissioners Conference Room

DOMES Members: Dan Schebler (DS), COO, Dr. Deanna Oleske (DO), CEO, Craig Coffey (CC), President, Brad Baker (BB), Secretary, Melissa Thomason (MT), Director, Eric Gilmore (EG), Director.

Call to Order: Mr. Coffey called the meeting to order at 9:00am

Roll Call: Dan Schebler, COO, Craig Coffey, President (OKA), Brad Baker, Secretary (SRC), Eric Gilmore, Director (ESC), Melissa Thomason, Director (WAL); A.J. Smith (Wharton-Smith)

Via Teams: Miller Caldwell (Caldwell Associates) Dr. Deanna Oleske (DO), Dr. Michael Pagacz (D1MEO)

Public Forum: No public comments

Approval of Minutes: Approval of the August 21, 2024, DOMES Meeting Minutes

Mr. Coffey asked for a motion to approve the August 21, 2024, DOMES meeting minutes as presented. Mr. Gilmore moved; Mr. Baker seconded. All in favor.

1. Discussion on Item I (DOMES CEO/COO Report)

Monthly Financial Reports –December 2024

Review of December 2024 financials; January financials pending review at next DOMES Board meeting

Approval to move \$65,000 from salaries and \$35,000 from employee costs to cover local expenses.

Financials for September, October and November 2024, were sent to all DOMES Board members via email with no questions received.

Mr. Coffey called for a motion to accept the Sept, Oct, Nov and Dec 2024 financials as presented. Mr. Gilmore moved to approve; Mr. Baker seconded. All in favor.

Grant Update

- Federal grant for design completed; awaiting final closeout letter
- Two state grants totaling \$2.5M for project design and construction are progressing well
- Michigan grant recognized in the budget for \$75,000 annually for an investigator's salary
- Small state grant (Coverdell) for \$8,500; purchases made and reimbursement request being prepared

Mr. Coffey called for a motion to approve the budget amendment for locum tenens. Mr. Baker moved to approve; Mr. Gilmore seconded. All in favor.

2. Discussion on Item II (DOMES Facility)

Project Update with Caldwell Associates / Wharton-Smith

- Construction ready to start; site plan submitted for development order and permits
- Expected start date for construction is around March 5, 2025

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- Discussion on the timeline for final plans and potential delays

Contract Updates:

- Approval of a contract with Caldwell Associates for \$1.6M for design and soft costs
- Approval of contract with Wharton-Smith for \$2,753,871 for site work and construction
- Discussion on contingency funds and change order processes

Mr. Coffey called for a motion to approve the contracts with Caldwell Associates and Wharton Smith, Inc. Mr. Baker moved for approval, Mr. Gilmore seconded. All in favor.

3. Other Business

- Discussion on the process for handling change orders and contingency requests.
- Consideration of owner direct purchases and their impact on the budget.

4. Meeting Schedule

- April 28, 2025
2:00pm
Okaloosa County of Board of Commissioner's Office

5. Next Steps:

- Dan Schebler to manage and approve change orders up to the contingency amount.
- Preparation of a policy for handling change orders and contingency requests for the next phase of the project.
- Follow-up on the final closeout letter for the federal grant.
- Submission of the final design documents and permits for the project.

Meeting Adjourned: 10:00am