

DOMES Meeting Minutes – December 18, 2023

Monday, December 18, 2023, at 9:30 AM
Santa Rosa County Administrative Complex

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

Call to Order: Mr. Coffey called the meeting to order at 9:30am

Roll Call: Dan Schebler (DS), COO, CEO, Craig Coffey (CC), President, Melissa Thomason (MT), Secretary, Brad Baker (BB), Director, Eric Gilmore (EG), Director and Shy Carson.

Via Teams: Lynn Hoshihara (Okaloosa), Stephen G. West, (Escambia), and Matt Richardson (Walton).

Public Forum: No public comments.

Approval of Minutes: No minutes presented for approval.

1. Discussion on Item I (Banking/Daily Activities)

Acting President/Acting Secretary

CHASE, the bank for DOMES, is requiring a letter from the DOMES Board to designate Dan Schebler and Dr. Oleske, in capacity to handle the daily banking business on behalf of the DOMES Board as needed as Acting President and Acting Secretary.

Mr. Coffey asked for a motion to approve Dr. Oleske and Dan Schebler to manage the daily banking business for DOMES on behalf of the DOMES Board and to approve Chairman signature on a letter stating the same. Mr. Baker accepted; Ms. Thomason seconded. All in favor.

Board Positions

Ms. Melissa Thomason will be leaving the DOMES Board and replacing her position with the Walton County Emergency Management Director, Jeff Goldberg, for 2024.

Mr. Craig Coffey will remain DOMES President for 2024

Mr. Brad Baker will take on the role of the DOMES Secretary for 2024

Corporation documents will be filed in January to reflect the changes.

The DOMES Board unanimously voted to appoint Mr. Coffey as the 2024 DOMES President and Mr. Brad Baker as the 2024 DOMES Secretary and to accept Mr. Jeff Goldberg as a member/Director of the DOMES Board.

2. Discussion Item II – (DOMES Capital Project)

Schematic Design (SD) Task Order

Emailed copies of a previously provided SD were sent to the DOMES Board this week after verification with the architects that the SD design is up-to-date, and pricing is current.

- SD is about 20% of the design.
- The current cost estimate for the entire design is based off the Department of Management Services (DMS) curves and reflects the architect fees and additional services outlined based upon the type of facility being constructed.
- Total Design costs of \$1.4M – basic and supplemental services fees included in cost estimate.
- Total project costs is \$18.65M
- Existing Task Order is still in place for the sewer line extension.
 - A water line currently exists to the land.
 - The current sewer line ends just east of Trump Dr.
- Caldwell & Associates' civil engineer will track impact fees.
- Mr. Schebler and Architects are planning a meeting with Pace Water to get cost estimates.
- Mr. Schebler will send a copy of the current concept to DOMES Board

Mr. Baker made a motion to approve issuing a schematic design task order, Mr. Gilmore seconded. The DOMES Board voted unanimously to approve the motion.

Mr. Baker added two SRC updates:

- 12/18 – Emails were sent to Ian Reeves (designing SRC Public Safety Facility) and Miller Caldwell encouraging them to complete current site analysis as soon as possible, to help us better understand the layout at the site as we begin to work on project planning.
- Costs – Mr. Baker stated for the record he has no intention of going back to his Board to ask for monies beyond the already approved \$18.6M

Groundbreaking Ceremony/Event

Mr. Schebler proposed having a groundbreaking event be held January 19, 2024, in the afternoon. Discussion was had, but no decision was made at this time.

No Board Action Taken

RFQ for CM/GC Services

Request for procurement action approval for the RFQ to go out as a CM/GC delivery method with a construction manager.

- Will allow work to be done in phases as opposed to waiting for 10% design plan completion, i.e.
- Will allow for advanced purchase of equipment needed such as generators, HVAC, and mechanical equipment.

RFQ is a qualification based, seeking experienced business with background projects such as medical examiner facilities, medical facilities, law enforcement, laboratory type facilities and/or like facilities.

Mr. Schebler asked if this is how the DOMES Board would like to proceed with the new facility and shared:

- Volusia County advertised for a fully LEED certified facility and pursued certification.
- Currently in the RFQ is “we will be designed to code, but we will not pursue certification.”
- Volusia County in their RFQ asked for parts of their facility to be protected by up to two hundred mile per hour wind loads.
- Caldwell and Associates recommend 151 miles per hour wind loads (Category 5). Putting the request in the RFQ means any firms applying would need to have the ability to design that two hundred mile per hour wind load.
- For the next meeting bring a recommendation (name) of person for oversight committee consideration should consist of:
 - Engineer
 - Builder
 - Finance
 - Public Works representative
 - IT Representative
- Prepare a list of preferred standards to convey to the architects, etc.
- RFQ review out and reviewed by DOMES Board
 - January 10th meeting - form the building committee.
 - Receive proposals.
 - DOMES Board and Subcommittee review proposals with subcommittee by end of January
 - Interviews if desired in February
 - Proposal selection by end of February
- Advertise RFQ by December 22, 2023

The board approved moving forward with RFQ by consensus.

3. Discussion Item III – (CEO/COO Report)

End of 2023 Fiscal Year Funding Return

Accountant reconstructed financials to show a year-to-year review.

- \$674,936.75 to be returned to the four respective counties after the carryover based on the average split going back to 2019.
- Covid year reflects the most significant carryover amount.
- Future monies will be based on the year the money was put in.
- \$125K in carryover funds

- \$20K carryover for vehicles is an ongoing project (waiting for delivery), these are funded out of last year's budget.
- County refunds will be issued by December 31, 2023

Monthly Financial Reports – October/November

Mr. Coffey recommended postponing approval of the October/November financials until the January 10, 2024, DOMES Board meeting so each member has an opportunity to review.

4. **Other Business:**

Mr. Schebler asked the DOMES Board to consider meeting as follows once the Building Subcommittee is selected:

- DOMES Board Meetings quarterly or every other month
- Building Committee Meetings monthly

Public Depository:

- Per Mr. Schebler, the DOMES accountants advised DOMES does not qualify for public depository status.
- Ms. Thomason advised she did not find supporting evidence that DOMES would qualify for public depository status.
- Mr. Schebler will check with Truist and Chase Bank to inquire about status.

5. **Meeting Schedule Next Steps:**

- January 10, 2024
2:00pm
SRC Offices
- February 15, 2024
2:00pm
Okaloosa County

Next Steps:

- Recommendations for oversight committee
- List of preferred standards to provide to architects, etc.
- Mr. Schebler will send a copy of the current concept to DOMES Board

Meeting Adjourned: 9:45am