**MOTIONS PASSED AT THE COMBINED BOARD MEETING JULY 9, 2019**

1. Combined Approved the minutes from May 14, 2019 and June 11, 2019. Patronis/Walsingham
2. Combined Approved the Consent Agenda, Item A, APTIM Coastal Planning & Engineering, Inc. Invoice #452303-RI-00636 in the amount of $87,822.00 and Invoice #452299-RI-00636 in the amount of $3,310.30; Item B, Anchor CEI Invoice #274 in the amount of $40,156.23. Pease/Patronis
3. CVB Approved funding of $155,250 required match for Mexico Beach existing Truck Haul project. Funds to be paid from PCB excess collections during October 2018-February 2019. Pease/Chapman
4. Combined Approved Beach Renourishment resolution for State Funding Request 2020/21 for the Panama City Beaches Erosion Control Project and to forward to the Board of County Commissioners for approval and execution. Phillips/Walsingham
5. Combined Approved Beach Management Program Grant from The Florida Department of Environmental Protection Beach Management Funding Assistance Program for fiscal year 2020-2021 for the Mexico Beach Shoreline Restoration Project and to forward to the Board of County Commissioners for approval and execution. Pease/Griffitts
6. TDC Approved APTIM Continuing Services Task Order, in an amount not to exceed $46,600 Phillips/Pease
7. TDC Approved Dewberry Continuing Services Task Order in an amount not to exceed $46,500. Griffitts/Pease
8. Combined Approved Panama City Beach Sports Complex Sponsorship Guidelines and to forward to the Board of County Commissioners for approval and execution. Thomas/Patronis

COMBINED BOARD MEETING

Bay County Tourist Development Council

Panama City Beach Convention & Visitors Bureau, Inc.

Panama City Beach

Tuesday, July 9, 2019 9:00 a.m. Council Room, PCB City Hall

***Board Members Present:*** Buddy Wilkes, Chairman Clair Pease

Phil Chester, Vice Chairman David Chapman

Andy Phillips Mike Thomas

Yonnie Patronis Gary Walsingham

Phillip Griffitts, Jr.

***Staff Present:*** Dan Rowe, Jayna Leach, Michaelean Stewart, Lacee Rudd, Richard Sanders, Chris O’Brien, J. Michael Brown, Charlene Honnen, Harrison Moon, Brianna Webb, Barrie Ainslie, Helen Adami, Anne Williams,

***Others Present:*** JD Wood, Elizabeth Moore, Tyler Miller, Samantha Harlander, Julie Gordon, Jack Bishop, Doug Sale, Kimberly Shoaf

1. CALL MEETING TO ORDER

Chairman Buddy Wilkes called the meeting to order at 9:00 a.m.

1. ROLL CALL

There were nine members present.

1. Invocation

Mr. Chester gave the Invocation.

1. Pledge of Allegiance

Ms. Pease led the Pledge of Allegiance.

1. Approval of Minutes from May 14, 2019 and June 11, 2019

***Mr. Patronis moved, seconded by Mr. Walsingham, to approve the Combined Board Meeting minutes from May 19, 2019 and June 11, 2019. Motion passed by the following unanimous vote:***

***Mr. Walsingham Yes Ms. Pease Yes***

***Mr. Phillips Yes Mr. Griffitts Yes***

***Mr. Chester Yes Mr. Thomas Yes***

***Mr. Patronis Yes Mr. Wilkes Yes***

***Mr. Chapman Yes***

1. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

None.

1. UPDATE ON TOURIST DEVELOPMENT TAX COLLECTIONS, Mr. Tyler Miller, Tourist Development Tax Specialist

Mr. Tyler Miller, tourist development tax specialist, reported that Panama City Beach tax collections for May 2019 were up 1.05% in cash collected over the same period in 2018, and year-to-date collections were up 47% over the same period in 2018. Mr. Miller reported that the May accrual attribution data showed a 1% decrease from the same period in 2018. He reviewed the cash/accrual breakdown chart. He also indicated that there were subsequent May collections noting that the accrual increase for May is now 3.8% and rising. For Panama City, Mr. Miller stated May collections are down about 11% from the same period in 2018; he reviewed the accrual attribution data chart for Panama City. For Mexico Beach, collections were down about 98% from the same period in 2018. He then reviewed the accrual attribution data chart for Mexico Beach. Mr. Miller then reviewed the balance of the reports for Panama City Beach.

1. CONSENT AGENDA

Mr. Rowe read the Consent Agenda into the record.

1. BEACH NOURISHMENT – Approve APTIM Coastal Planning & Engineering, Inc. Invoice #452303-RI-00636 and 452299-RI-00636
2. SPORTS PARK PROJECT MANAGEMENT – Approve Anchor CEI Invoice #274

***Mr. Pease moved, seconded by Mr. Patronis, to approve the Consent Agenda, Item A, APTIM Coastal Planning and Engineering, Inc. invoice #452303-RI-00636 and 452299-RI-00636 Item B, Anchor CEI invoice #274.***

***Motion passed by the following unanimous vote:***

***Mr. Phillips Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Patronis Yes Mr. Wilkes Yes***

***Mr. Chapman Yes Mr. Griffitts Yes***

***Ms. Pease Yes***

1. PRESENTATIONS
2. Panama City Beach Sports Complex Construction Update, Mrs. Elizabeth Moore, Anchor CEI

Park opened at 9 am on July 8, 2019. Even though there is still much to be done we have received many compliments. Priorities include walkways, concessions, signage, bathrooms and lights. Bleachers are onsite awaiting concrete to be poured. Front 5 fields are being used. Official grand opening is scheduled for October 5, 2019.

1. DISCUSSION ITEM
2. Mexico Beach beach renourishment. Mr. Dan Rowe, President

Mr. Rowe discussed the City of Mexico Beach received a $600,000 truck haul project that required a 25% match. Originally this match was to be split between the city of Mexico Beach and the Mexico Beach CDC. In light of all that has happened with Hurricane Michael and to keep this project moving forward it is suggested that the board use a portion of the incremental bed tax collections from October-February to fund this obligation in full. Total amount is $155,250. This is just to keep project moving. Next winter will be next phase, sand.

***Ms. Pease moved, seconded by Mr. Patronis, to accept the rate structure***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman Yes***

1. BOARD ACTION ITEMS
2. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners Beach Renourishment resolution for State Funding Request 2020/21 for the Panama City Beaches Erosion Control Project, Mr. Dan Rowe, President

Mr. Rowe presented the Beach Renourishment resolution for State Funding Request 2020/21 for the Panama City Beaches Erosion Control Project. It was noted that 100% funding is expected. This is an annual resolution.

***Mr. Phillips moved, seconded by Mr. Walsingham, that the TDC accept the Beach Renourishment resolution for State Funding Request 2020/21 for the Panama City Beaches Erosion Control Project***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners Beach Management Program Grant from The Florida Department of Environmental Protection Beach Management Funding Assistance Program for Fiscal year 2020-2021, for the Mexico Beach Shoreline Restoration Project, Mr. Dan Rowe, President

Mr. Rowe presented the Beach Management Program Grant from The Florida Department of Environmental Protection Beach Management Funding Assistance Program for Fiscal year 2020-2021, for the Mexico Beach Shoreline Restoration Project.

***Mr. Thomas moved, seconded by Mr. Chester, that the TDC accept* the Beach Management Program Grant from The Florida Department of Environmental Protection Beach Management Funding Assistance Program for Fiscal year 2020-2021, for the Mexico Beach Shoreline Restoration Project**

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman***

1. Discuss and Consider for Approval APTIM Continuing Services Task Order in an amount not to exceed $46,600, Mr. Dan Rowe, President

Mr. Rowe presented the APTIM Continuing Services Task Order. This is an annual task order and approval is only for the maximum spend for this contract.

***Mr. Phillips moved, seconded by Ms. Pease, that the TDC accept the APTIM Continuing Task Order in an amount not to exceed $46,600.***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman***

1. Discuss and Consider for Dewberry Continuing Services Task Order in an amount not to exceed $46,600.

Mr. Rowe presented the Dewberry Continuing Services Task Order. This is an annual task order and approval is only for the maximum spend for this contract.

***Mr. Griffitts moved, seconded by Mr. Pease that the TDC accept the Dewberry Continuing Task Order in an amount not to exceed $46,600.***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman Yes***

1. Discuss and Consider for Approval and recommend to the Bay County Board of Commissioners the Panama City Beach Sports Complex Sponsorship Guidelines, Mr. J Michael Brown, VP Tourism Development

Mr. Brown presented the Panama City Beach Sports Complex Sponsorship Guidelines. Mr. Brown explained that the guidelines are the same as the Panama City Beach Convention and Visitor Bureau’s with the exception that it allows the Board of County Commissioners a 10-day window to veto any sponsorship at the Sports Complex. Mr. Brown further explained that there are bundled opportunities that partners are presented and they would be pro-rata allocated to the Sports Complex. Ms. Pease requested clarification on certain items and Mr. Brown explained. Mr. Brown noted that this is Veto power only and no county approvals are required. This does not impact any pending sponsorships.

***Mr. Thomas moved, seconded by Mr. Patronis, that the TDC accept the Panama City Sports Complex Sponsorship Guidelines and forward to the Bay County Board of Commissioners for approval and execution***

***Motion passed by the following unanimous vote:***

***Ms. Pease Yes Mr. Thomas Yes***

***Mr. Chester Yes Mr. Walsingham Yes***

***Mr. Wilkes Yes Mr. Phillips Yes***

***Mr. Patronis Yes Mr. Griffitts Yes***

***Mr. Chapman Yes***

1. PRESIDENT’S REPORT

Budget process has started for FY 20. Jayna and Dan will be meeting with agencies for the coming year. The 231 Florida welcome center is set to be managed by the NW Florida Coalition. Bay, Escambia and Okaloosa are onboard with this. The staff are being paid by Jackson County until September 30, 2019 and we are working on an employee leasing option for the future operations. Helen Adami has joined our staff as Director of Sales. Andy has requested an updated organizational chart and Dan stated that we are in the final phase of hiring a new recording secretary for the board. Once that position is filled the staff will be complete and a new organization chart will be produced.

1. CHAIRMAN’S REPORT

Mr. Wilkes stated that he is proud to be a part of this group and assist with Mexico Beach. There was discussion about expanding the taxing jurisdiction and Mr. Griffitts stated it would be a county referendum unless the city decided to annex. Mr. Sale stated that legislative change may be required. He will look at the area to see if a referendum is acceptable.

1. AUDIENCE PARTICIPATION

None.

1. ADJOURNMENT

Respectfully submitted,

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Charlene Honnen, Recording Secretary