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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on August 22, 2013. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

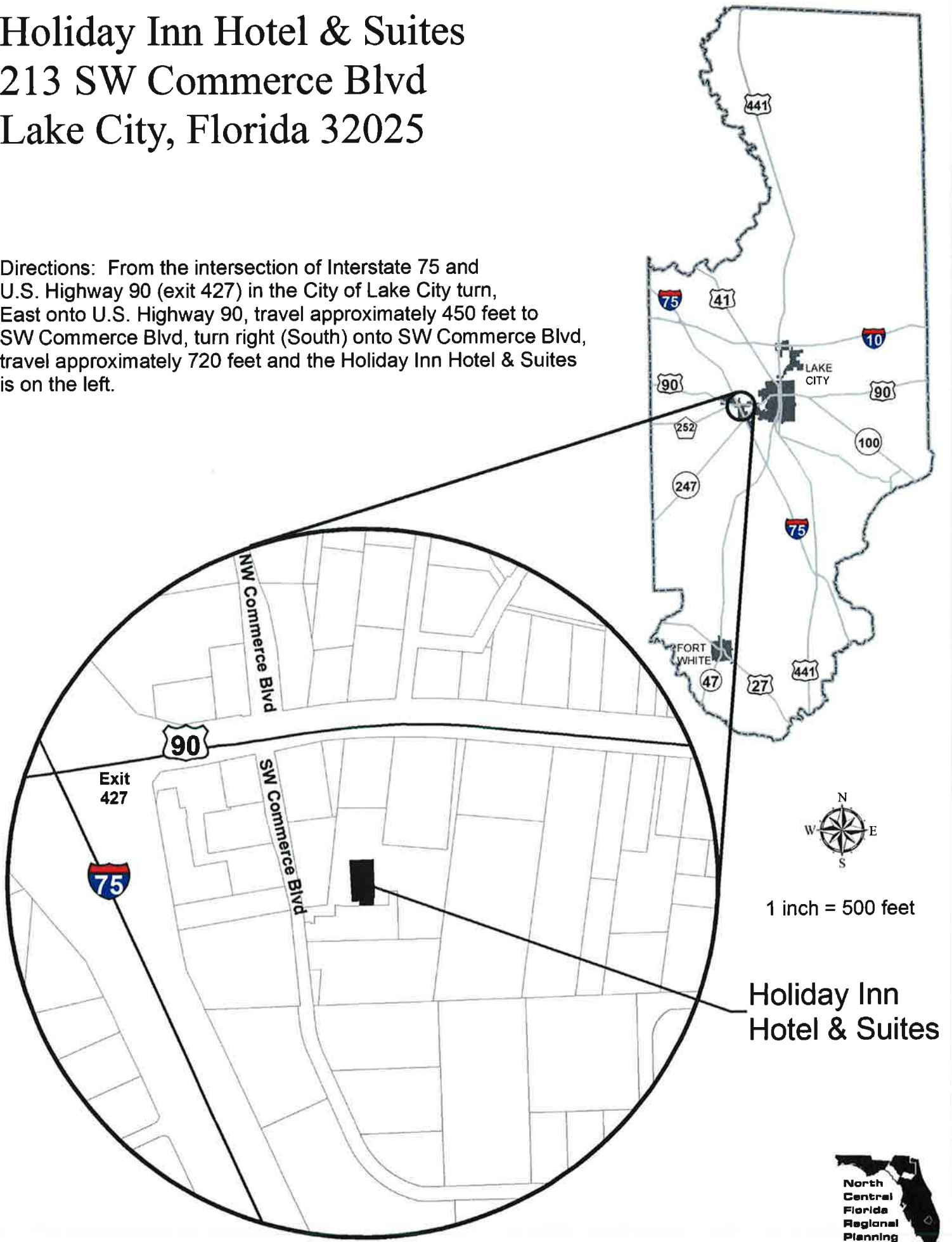
(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd

Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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AGENDA

EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

August 22, 2013
6:00 p.m.

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II. CONTRACTS AND APPLICATIONS	
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III. PROGRAM REPORT - None	
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* See Attachments

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

July 25, 2013
6:00 p.m.

MEMBERS PRESENT

MEMBERS ABSENT

Rick Davis, Executive Committee Member
Garth Nobles, Jr., Chair
Daniel Riddick, Secretary-Treasurer
Carolyn Spooner, Vice-Chair
Lorene Thomas, Immediate Past Chair

None

STAFF PRESENT

Scott R. Koons

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

Chair Garth Nobles, Jr. called the meeting to order at 6:01 p.m.

I. APPROVAL OF MINUTES - June 20, 2013

Chair Nobles asked that the minutes for the June 20, 2013 Executive Committee meeting be approved as written.

ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas, to approve the minutes of the Executive Committee meeting held on June 20, 2013 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT

A. Transportation Disadvantaged Program - Columbia, Hamilton and Suwannee
Local Coordinating Board Membership Certification

ACTION: Ms. Thomas made the motion, with a second by Commissioner Riddick, to recommend that the Council authorize the Chair to sign the Columbia, Hamilton and Suwannee Transportation Disadvantaged Local Coordinating Board Membership Certification. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Investment Policy

ACTION: Ms. Thomas made the motion, with a second by Commissioner Davis, to recommend that the Council adopt Policy 2013-1 as the Investment Policy for the Council, authorizing the Executive Director to manage and operate the investment program and limiting authorized investments to

U. S. Government securities, non-negotiable certificates of deposit and the State Board of Administration of Florida Local Government Investment Pool. The motion carried unanimously.

B. Employee Health Insurance Proposal

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Davis, to recommend that the Council approve the alternative proposal received from UnitedHealthcare for Plan LGN for employee health insurance, Plan F5430 for dental insurance and life insurance for the year beginning September 1, 2013. The motion carried unanimously.

C. Check Fraud Incident

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Riddick, to recommend that the Council authorize the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00 released from the Council's bank account by Wells Fargo and designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. The motion carried unanimously.

The meeting was adjourned at 6:55 p.m.

Garth R. Nobles, Jr., Chair

8/22/13

Date



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August 15, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Local Government Comprehensive Planning Assistance Services Agreements -
Fiscal Year 2013-14

RECOMMENDATION:

Authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2013-14.

BACKGROUND:

Each year the Council enters into technical assistance services agreements to assist local governments with implementing their comprehensive plans and land development regulations. The scope of services are, as follows.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations.
- II. Amendment Assistance - all Level I services, plus preparing public notices, draft ordinance, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments.
- III. Development Review Assistance - all Level I and II services, plus reviewing site and development plans, subdivision plats and other development proposals for comprehensive plan and land development regulations compliance.

The names of the counties and cities and the fixed fee amount of each associated agreement are as listed on the attached list.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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FISCAL YEAR 2014

LOCAL GOVERNMENT COMPREHENSIVE PLANNING ASSISTANCE SERVICES

AGREEMENTS

The North Central Florida Regional Planning Council proposes to enter into technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing comprehensive plans and land development regulations. The scope of services and amount of each agreement are as listed below.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations.

<u>Local Government</u>	<u>Amount</u>
N/A	N/A

- II. Amendment Assistance - all Level I services, plus preparing public notices, draft ordinances, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments.

<u>Local Government</u>	<u>Amount</u>
1. Bradford County	\$ 23,500
2. Dixie County	\$ 13,000
4. Lafayette County	\$ 13,000
5. Suwannee County	\$ 23,500
6. Taylor County	\$ 12,500
7. Union County	\$ 3,500
8. Archer	\$ 7,000
9. Fanning Springs	\$ 5,250
10. Lake Butler	\$ 7,000
11. Lake City	\$ 35,000
12. Madison, City	\$ 17,000
13. Perry	\$ 9,000
14. Starke	\$ 10,000

- III. Development Review Assistance - all Level I and II services, plus reviewing site and development plans, subdivision plats and other development proposals for comprehensive plan and land development regulations compliance.

<u>Local Government</u>	<u>Amount</u>
1. Columbia County	\$ 85,000
2. High Springs	\$ 10,000



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August 15, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director *SRK*

SUBJECT: Hazardous Waste Monitoring Verification and Notification Services Agreements - Fiscal Year 2013-14

RECOMMENDATION:

Authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2013-14.

BACKGROUND:

Florida Statutes require each county to annually monitor the waste management practices of 20 percent of the government organizations and businesses that may potentially generate small quantities of hazardous waste. The majority of these operations involve motor vehicle maintenance. On-site visits are required to collect information that is entered into an on-line database.

During these site visits, Council staff will provide recommendations on correcting problems with management techniques. A one-page summary of how to avoid the most common mistakes will also be provided to the facility operators.

These services will be provided on a fixed fee basis to the counties in the amounts as listed below.

Bradford	\$7,882	Lafayette	\$1,409
Columbia	\$9,731	Madison	\$4,880
Dixie	\$2,717	Suwannee	\$7,421
Gilchrist	\$2,697	Union	\$2,778
Hamilton	\$2,899		

If you have any questions concerning this matter, please do not hesitate to contact me.




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August 15, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management
to Update Hazards Analyses - Fiscal Year 2013-14

RECOMMENDATION:

Authorize the Chair to execute an agreement with the Florida Division of Emergency Management to update hazards analyses for Columbia, Dixie, Hamilton, Lafayette, Madison and Taylor Counties for an estimated fixed fee amount of \$9,118.

BACKGROUND:

Each year, the Florida Division of Emergency Management provides funding to the Council to update hazards analyses for locations that contain extremely hazardous substances that if released could cause off-site injuries.

Sites located in the following counties will be included in the hazard analyses update: Columbia, Dixie, Hamilton, Lafayette, Madison and Taylor Counties.

If you have any questions concerning this matter, please do not hesitate to contact me.

IV.



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August 15, 2013

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director



SUBJECT: Check Fraud Incident

On March 20, 2013, a fraudulent check in the amount of \$49,523.00 that was written on the Council's bank account was processed and paid by Wells Fargo. Also on March 20, 2013, Council staff filed an affidavit of check fraud concerning this matter with Wells Fargo. On March 25, 2013, Council staff filed a crime report concerning this matter with the Gainesville Police Department.

On March 28, 2013, Council Attorney Jonathan Wershow and Council staff briefed the Executive Committee concerning this matter. On April 18, 2013, the Council Attorney sent a letter to Wells Fargo requesting that Wells Fargo remit to the Council within 30 days the unauthorized \$49,523.00 released by Wells Fargo from the Council's account. On April 25, 2013, Council staff briefed the Council concerning this matter. On June 3, 2013, attorneys for Wells Fargo responded via letter to Mr. Wershow's letter stating that Wells Fargo will not reimburse the Council for the \$49,523.00 released from the Council's account by Wells Fargo.

On July 25, 2013, the Council authorized the Council Attorney to file a lawsuit against Wells Fargo to recover the unauthorized \$49,523.00 and designate Scott Koons, Executive Director, as the Council's representative concerning all matters related to such lawsuit. In addition, the Council authorized the Council Attorney and the Executive Director to contact federal and state law enforcement agencies to discuss the fraudulent check processed and paid out of the Council's bank account by Wells Fargo.

On August 5, 2013, Council Attorney Wershow and I met with Mr. William Cervone, State's Attorney for the Eighth Judicial Circuit of Florida to discuss the check fraud incident. Mr. Cervone offered the assistance of his staff to work with the Gainesville Police Department to secure the bank records relating to the check fraud incident.

On August 6, 2013, Council Attorney Wershow and Co-Council Stanley Cushman filed a five-count lawsuit in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida, against Wells Fargo Bank, N.A. to recover the unauthorized \$49,523.00 released by Wells Fargo from the Council's bank account.

If you have questions concerning this matter, please do not hesitate to contact me.

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