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MEETING NOTICE

EXECUTIVE COMMITTEE

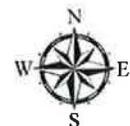
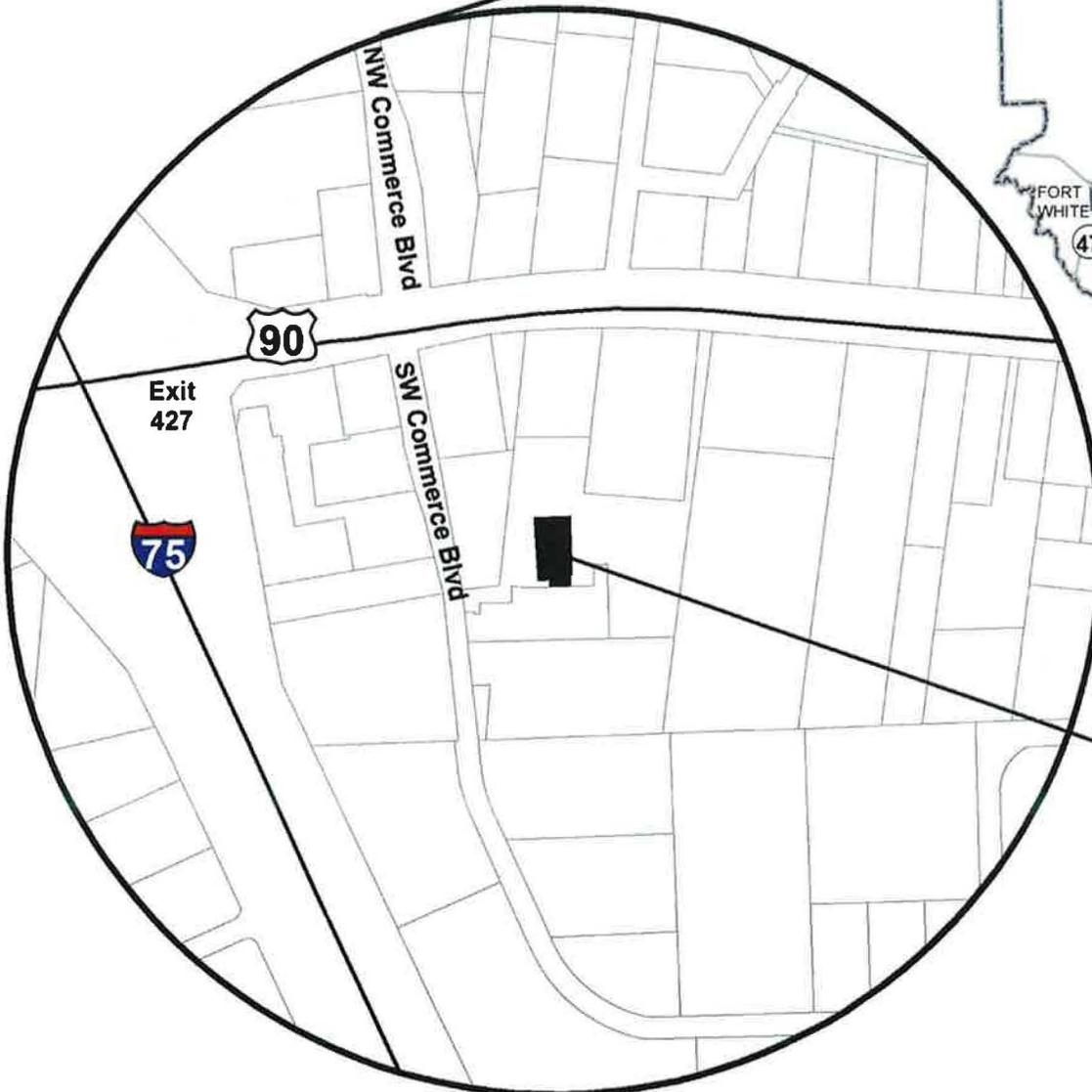
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on January 23, 2014. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(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.



1 inch = 500 feet

Holiday Inn
Hotel & Suites





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AGENDA

EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

January 23, 2014
6:00 p.m.

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* I. APPROVAL OF MINUTES - December 13, 2013	5
II. CONTRACTS AND APPLICATIONS - None	
* III. PROGRAM REPORT - Proclamation Declaring February 16-22, 2014 as Hazardous Materials Awareness Week	7
IV. GENERAL ADMINISTRATION	
* A. Removal of Surplus Property from List of Capital Assets	11
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V. OTHER BUSINESS - National Association of Development Organizations Policy Conference - Washington, D.C. - March 22-26, 2014	

* See Attachments

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EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

December 12, 2013
6:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

Chair Garth Nobles, Jr. called the meeting to order at 6:10 p.m.

I. APPROVAL OF MINUTES - October 24, 2013

Chair Nobles asked that the minutes for the October 24, 2013 Executive Committee meeting be approved as written.

ACTION: Commissioner Davis made the motion, with a second by Mayor Spooner, to approve the minutes of the Executive Committee meeting held on October 24, 2013 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - 2014-16 U. S. Economic Development Administration Partnership Planning Grant Application

ACTION: Ms. Thomas made the motion, with a second by Mayor Spooner, to recommend that the Council authorize the Chair to submit an application for Federal Assistance for a three-year Partnership Planning investment grant to the U.S. Economic Development Administration in the amount of \$189,000 and authorize the Chair to execute the grant award if the application is approved. The motion carried unanimously.

III. PROGRAM REPORT

A. Transportation Disadvantaged Program Local Coordinating Board Appointments - Bradford, Columbia, Hamilton and Suwannee and Union Counties

ACTION: Commissioner Davis made the motion, with a second by Commissioner Riddick, to recommend that the Council appoint Patricia J. Bonsteel as the Bradford County voting Citizen Advocate, Alberta Hampton as the Bradford and Union County voting Children at Risk Representative, Jeanne d'Eauede as the Columbia, Hamilton and Suwannee voting Citizen Advocate, Louie Goodin as the Columbia, Hamilton and Suwannee alternate Citizen Advocate, Audre J. Washington as the Columbia, Hamilton and

Suwannee alternate Children at Risk Representative, Dwight Law as the Columbia, Hamilton and Suwannee alternate Florida Department of Elder Affairs Representative and Brooke Ward as the Dixie and Gilchrist County alternate Children at Risk Representative. The motion carried unanimously.

- B. Transportation Disadvantaged Program
Local Coordinating Board Membership Certifications -
Bradford, Columbia, Hamilton and Suwannee, Dixie, Gilchrist, Lafayette, Madison and
Union Counties

ACTION: Ms. Thomas made the motion, with a second by Mayor Spooner, to recommend that the Council authorize the Chair to sign the Bradford, Columbia, Hamilton and Suwannee, Dixie, Gilchrist, Lafayette, Madison and Union County Transportation Disadvantaged Local Coordinating Board Membership Certifications. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

- A. North Florida Economic Development Partnership
Experience North Florida Sponsorship

ACTION: Ms. Thomas made the motion, with a second by Commissioner Riddick, to recommend that the Council approve being a Titanium Level Sponsor for the North Florida Economic Development Partnership *Experience North Florida* event in the amount of \$1,000. The motion carried unanimously.

The meeting was adjourned at 6:28 p.m.

Garth R. Nobles, Jr., Chair

1/23/14
Date



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January 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring February 16-22, 2014 as
 Hazardous Materials Awareness Week

RECOMMENDATION:

Proclaim the week of February 16-22, 2014 as Hazardous Materials Awareness Week by adopting the attached proclamation.

BACKGROUND:

The Local Emergency Planning Committee has the job of increasing the safety of our communities from chemical releases. Public outreach and education are important to increasing chemical safety in our communities. The Florida Division of Emergency Management has designated the week of February 16-22, 2014, as *Hazardous Materials Awareness Week*. It is recommended that the Council join in this public outreach effort by designating the week of February 16-22, 2014 as *Hazardous Materials Awareness Week* (see attached Proclamation).

One goal of *Hazardous Materials Awareness Week* is to let the public know that facilities, first responders and emergency management are working together to ensure that our communities are as prepared as possible for both accidental and deliberate releases of hazardous materials. A second goal is to encourage local governments to take advantage of free hazardous materials training classes offered by the Local Emergency Planning Committee.

Attachment

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PROCLAMATION

DECLARING FEBRUARY 16-22, 2014 AS HAZARDOUS MATERIALS AWARENESS WEEK

WHEREAS, the safe use of hazardous materials is essential to citizens, business, industry and local governments to maintain economic stability and the public health; and

WHEREAS, the North Central Florida Regional Planning Council recognizes the importance of protecting our communities from both accidental and deliberate releases of hazardous materials and joins the North Central Florida Local Emergency Planning Committee, and numerous municipalities, counties and school boards, in publicly promoting community hazardous materials safety; and

WHEREAS, it is essential for local governments, regional planning councils and local emergency planning committees to work together to increase community safety by encouraging emergency responders to attend free training on how to safely respond to releases of hazardous materials; and

WHEREAS, citizens need to know that local governments, businesses, emergency responders and emergency planners are working together to ensure that our communities are as prepared as possible for both accidental and deliberate releases of hazardous materials.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of February 16-22, 2014 as Hazardous Materials Awareness Week throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 23rd day of January 2014.

ATTEST:

SEAL

Daniel Riddick, Secretary-Treasurer

Garth R. Nobles, Jr., Chair



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January 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Removal of Surplus Property From List of Capital Assets

RECOMMENDATION:

Declare the property listed on the attached schedules to be surplus property, and authorize its removal from the Council’s list of capital assets, and disposal of it in accordance with Council policy.

BACKGROUND:

The property items listed on the attached tables are computer hardware of out-dated technology. It is requested that they be declared surplus property. It is further requested that approval be given to dispose of this equipment in accordance with Council policy, which will result in transporting it to the Leveda Brown Hazardous Waste Collection Center in Alachua County or donating the equipment to a governmental agency or nonprofit organization.

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

Attachments

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January 3, 2014

TO: Scott R. Koons, AICP, Executive Director

FROM: Kevin D. Parrish, Information Technology and Property Management Director 

SUBJECT: Surplus Inventory

Number	Original Cost	Description	Serial Number	Purchased
3153	\$1,951.04	Dell Optiplex 745 Computer	G5QNXD1	10/16/07
3154	\$1,951.04	Dell Optiplex 745 Computer	65QNXD1	10/16/07
3155	\$1,951.04	Dell Optiplex 745 Computer	J5QNXD1	10/16/07
	\$5,853.12	Sum * All fully depreciated		

The above items are either broken or of such outdated technology that they are no longer being used.

We need to have them taken off the inventory list so they can be disposed of.



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January 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Office Building Final Promissory Note Payment

On August 4, 1999, the Council purchased the office building and warehouse located at 2009 NW 67th Place, Gainesville, FL 32653. The office building and warehouse of pre-engineered steel construction were constructed in 1980. The Council had been renting the office building and warehouse for the previous seven years beginning on November 1, 1992.

The purchase price for the 7,560 square foot office building and 1,989 square foot warehouse located on a 4.4-acre site was \$490,400. Along with \$31,400 in cash, the Council secured a 15-year promissory note from SouthTrust Bank in the amount of \$459,000 to purchase the office building and warehouse. Since the Council is a governmental agency and is prohibited from mortgaging real property to secure a promissory note, the Council pledged certain revenues to repay the promissory note.

The January 1, 2014 payment in the amount of \$3,134.95 constituted the final payment in full satisfying the promissory note. Therefore, the Council no longer has any outstanding long-term debt.

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

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January 16, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Check Fraud Status Report

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.

Council Members
January 16, 2014
Page 2

On September 9, 2013, Wells Fargo responded to the complaint by filing a Motion to Compel Arbitration. Wells Fargo alleges that disputes related to the Council's checking account are to be resolved by an arbitrator. Council Attorney Wershow and Co-Counsel Stanley Cushman responded to the motion stating arbitration does not apply to the dispute.

A hearing was scheduled for October 30, 2013 in the Circuit Court of the Eighth Judicial Circuit in and for Alachua County, Florida on the Motion to Compel Arbitration filed by Wells Fargo to resolve the dispute between the Council and Wells Fargo. However, the hearing has been rescheduled for January 24, 2014.

Please find attached a summary of legal fees incurred to date concerning the lawsuit.

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

Attachment

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
Wells Fargo Lawsuit
Legal Fees

January 16, 2014

<u>Month</u>	<u>Amount</u>
August 2013	\$1,383
September 2013	\$2,253
October 2013	\$3,445
November 2013	<u>\$180</u>
Total	\$7,261

