



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

# **MEETING NOTICE**

## **EXECUTIVE COMMITTEE**

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on May 22, 2014. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

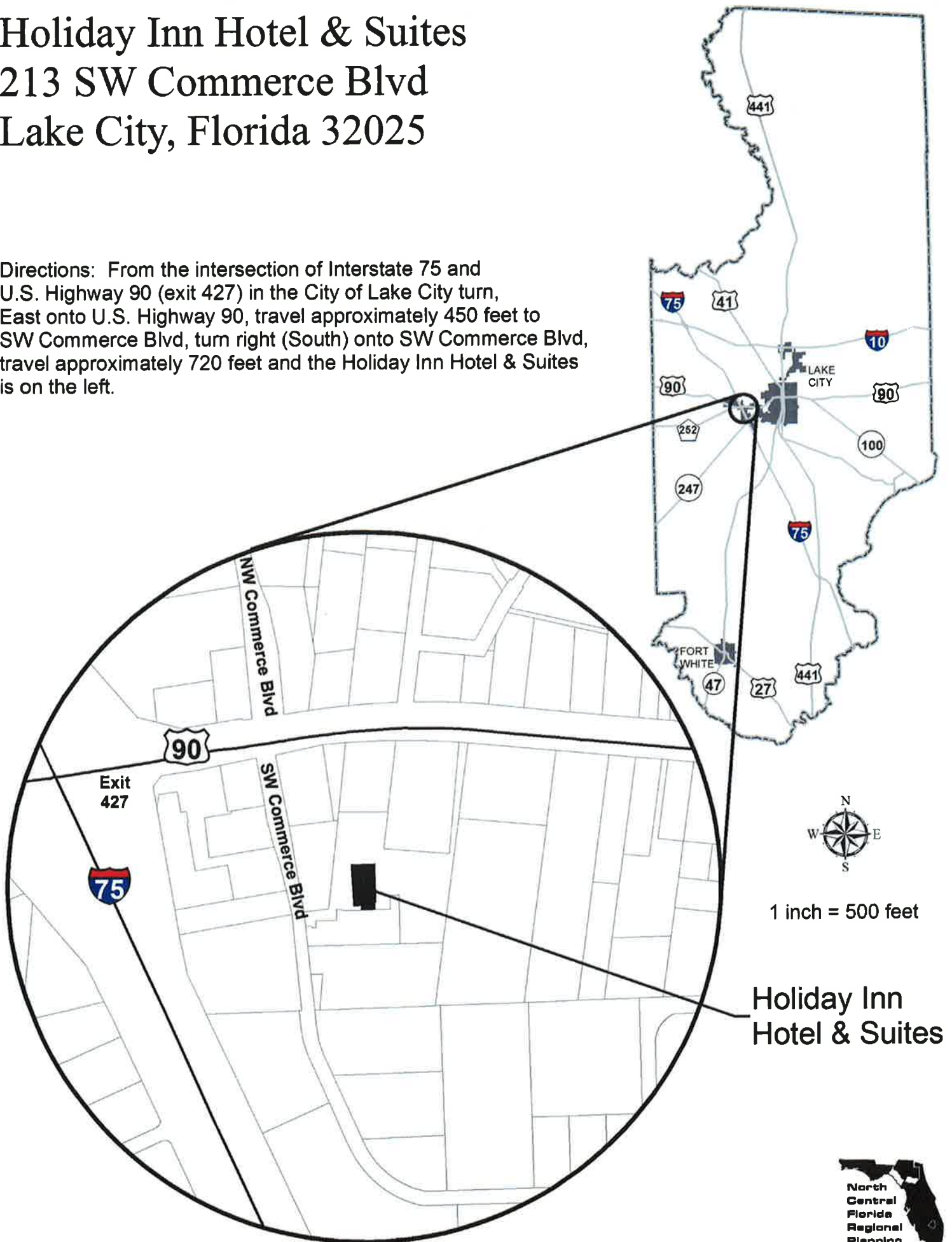
(Location Map on Back)

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.

# 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.





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 87th Place, Gainesville, FL 32653 - 1803 • 352.955.2200

## AGENDA

### EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites  
Lake City, Florida

May 22, 2014  
6:00 p.m.

	<u>Page</u>
* I. APPROVAL OF MINUTES - April 24, 2014	5
II. CONTRACTS AND APPLICATIONS	
* A. Amendment to Research Agreement - University of Florida	7
* B. Amended Agreement with Florida Division of Emergency Management for Additional Training Funds for Hazardous Materials Emergency Preparedness - Fiscal Year 2013-14	9
* C. Agreement with Florida Division of Emergency Management for Local Emergency Planning Committee, Fiscal Year 2014-15	11
* D. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15	13
III. PROGRAM REPORT - None	
IV. GENERAL ADMINISTRATION	
* A. Meeting Schedule Program Year 2014-15	15
* B. Check Fraud Status Report	19
V. OTHER BUSINESS	
A. Florida Regional Councils Association Policy Board Meeting - Hollywood - August 15, 2014	
B. National Association of Development Organizations Conference Annual Training Conference - Denver - August 22-27, 2014	

\* See Attachments

O:\Carol\COUNCIL.MTG\EC\Agendas\2014\Executive CommitteeAgenda5-22-14.docx

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

April 24, 2014  
6:00 p.m.

MEMBERS PRESENT

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

MEMBER PRESENT VIA TELEPHONE

Carolyn Spooner, Vice-Chair

MEMBERS ABSENT

None

STAFF PRESENT

Scott R. Koons

Chair Garth Nobles, Jr. called the meeting to order at 6:03 p.m.

I. APPROVAL OF MINUTES - March 27, 2014

Chair Nobles asked that the minutes for the March 27, 2014 Executive Committee meeting be approved as written.

**ACTION:** Mayor Davis made the motion, with a second by Commissioner Riddick, to approve the minutes of the Executive Committee meeting held on March 27, 2014 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - Proclamation Declaring May 3-11, 2014 as  
Travel and Tourism Week

**ACTION:** Ms. Thomas made the motion, with a second by Mayor Spooner, to recommend that the Council adopt a proclamation declaring May 3-11, 2014 as Travel and Tourism Week. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

B. Executive Director Employment Contract

**ACTION:** Commissioner Riddick made the motion, with a second by Ms. Thomas, to recommend that the Council approve and authorize the Chair and Secretary-Treasurer to execute an amendment to the employment contract with Scott R. Koons as executive director, extending the term of the

**employment contract for an additional four-year term, beginning October 1, 2014 and terminating on September 30, 2018, with all other terms and conditions of employment remaining in full force and effect. The motion carried unanimously.**

Meeting adjourned at 6:15 p.m.

---

Garth R. Nobles, Jr., Chair

---

5/22/14  
Date



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Amendment to Research Agreement - University of Florida

**RECOMMENDATION:**

Authorize the Chair to execute an amendment to a research agreement with the University of Florida to continue providing a graduate student to conduct research concerning the development of transportation plans for the Gainesville Urbanized Area by extending the agreement for an additional one year to expire June 30, 2015.

**BACKGROUND:**

For the past several years a graduate student has conducted research to compile information for the development of transportation plans for the Gainesville Urbanized Area through a research agreement between the Council and the University of Florida. The University of Florida graduate studies program in urban and regional planning has proposed to amend an existing research agreement for an additional one-year period ending June 30, 2015. The agreement provides for the graduate student to work 20 hours a week during the academic year and 40 hours a week during the summer.

The scope of services includes conducting research concerning the development of transportation plans for the Gainesville Urbanized Area. The costs of this research are paid with funds that the Council receives from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. The Council provides staff services to this organization through an existing staff services agreement. This amendment does not require additional funds to be added to the research agreement.

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

o:\carol\council.mtg\cnc\mtgmemos\ufcontract may 14.docx







Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Amended Agreement with Florida Division of Emergency Management for  
Additional Training Funds for Hazardous Materials Emergency Preparedness -  
Fiscal Year 2013-2014

RECOMMENDATION:

**Authorize the Chair to execute an amended agreement with the Florida Division of Emergency Management for an amount of \$8,200 in training funds to conduct five additional classes, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2013-14.**

BACKGROUND:

The Florida Division of Emergency Management passes through funds from the United States Department of Transportation for hazardous materials planning and training. The Council, on behalf of the North Central Florida Local Emergency Planning Committee, offers free hazardous materials response training to local government employees.

Training funds for Fiscal Year 2013-14 have been spent on conducting 11 hazardous materials emergency response classes. An additional \$8,200 has been requested to conduct an five additional classes prior to June 30, 2014. This includes classes in Gainesville and Madison. A multi-county table top exercise involving an ethanol train has also been planned. An emerging hazardous materials threat to our region is the large quantities of ethanol shipped by railroad to be added to gasoline.

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

o:\carol\council.mtg\cnc\mtgmemos\amended hmep agreement 2013-14.docx





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 2014

TO: Council Members

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

SUBJECT: Agreement with the Florida Division of Emergency Management for  
Local Emergency Planning Committee, Fiscal Year 2014-15

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for Fiscal Year 2014-15 to provide the services to the North Central Florida Local Emergency Planning Committee as described below for an anticipated amount not to exceed \$40,909.**

BACKGROUND:

This item concerns an annual contract which the Council enters into with the Division of Emergency Management to cover the costs of the Council's emergency planning activities.

These funds are used to provide Council staff support to the North Central Florida Local Emergency Planning Committee, including providing assistance with meetings, plan updates and training exercises.

o:\carol\council.mtg\cnc\mtgmemos\dem contract 14-15.docx






Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Madison  
 Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Agreement with Florida Division of Emergency Management for  
 Hazardous Materials Emergency Preparedness - Fiscal Year 2014-15

RECOMMENDATION:

**Authorize the Chair to execute an agreement with the Florida Division of Emergency Management for an anticipated amount of \$52,604 in training and planning funds, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2014-15.**

BACKGROUND:

The Florida Division of Emergency Management passes through funds from the United States Department of Transportation for hazardous materials planning and training. The Council, on behalf of the North Central Florida Local Emergency Planning Committee, offers free hazardous materials response training to local government employees.

This training includes basic awareness level through more advanced technician level training. The Council will receive an anticipated \$20,000 to conduct a planning project and an anticipated \$32,604 to offer free training classes.

The Local Emergency Planning Committee selects the planning project for the year. The project last year consisted of a transportation response exercise to a chemical release.

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

o:\carol\council.mtg\cnc\mtgmemos\hmep agreement 2014-15.docx





Serving  
 Alachua • Bradford  
 Columbia • Dixie • Gilchrist  
 Hamilton • Lafayette • Madison  
 Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 2014

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Meeting Schedule Program Year 2014-15

RECOMMENDATION:

**Approve the attached Council Meeting Schedule for 2014-15.**

BACKGROUND:

Please find attached the Council meeting schedule for 2014-15. Generally, Council meetings are held on the fourth Thursday of each month. Please note that there is no meeting in July and November and the December meeting will be held on the second Thursday, December 11, 2014.

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

o:\carol\council.mtg\cnc\mtgmemos\councilmeetingschedule2014.docx







Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1803 • 352.955.2200

## NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

### MEETING SCHEDULE

2014-15

June 26, 2014	Holiday Inn Hotel & Suites, Lake City, FL
July 2014	<b>NO MEETING SCHEDULED</b>
August 28, 2014	Holiday Inn Hotel & Suites, Lake City, FL
September 25, 2014	Holiday Inn Hotel & Suites, Lake City, FL
October 23, 2014	Holiday Inn Hotel & Suites, Lake City, FL
December 11, 2014	Holiday Inn Hotel & Suites, Lake City, FL
January 22, 2015	Holiday Inn Hotel & Suites, Lake City, FL
February 26, 2015	Holiday Inn Hotel & Suites, Lake City, FL
March 26, 2015	Holiday Inn Hotel & Suites, Lake City, FL
April 23, 2015	Holiday Inn Hotel & Suites, Lake City, FL
May 28, 2015	Holiday Inn Hotel & Suites, Lake City, FL

All Council meetings start at 7:30 p.m., with dinner being served at 7:00 p.m.

o:\carol\council.mtg\meeting schedule 2014-15.docx

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.





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Madison  
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 15, 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.

May 15, 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 was rescheduled for January 24, 2014. At the conclusion of the hearing, the Circuit Court granted the Motion to Compel Arbitration.

Council Attorney Wershow and Co-Counsel Stanley Cushman are coordinating with the attorney of Wells Fargo on the selection of an arbitrator and scheduling of the arbitration hearing.

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

o:\carol\council.mtg\cnc\mtgmemos\wellsfargo lawsuitapr20.docx

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
Wells Fargo Lawsuit  
Legal Fees

May 15, 2014

<u>Month</u>	<u>Amount</u>
August 2013	\$1,383
September 2013	\$2,253
October 2013	\$3,445
November 2013	\$180
December 2013	\$0
January 2014	\$2,760
February 2014	\$1,410
March 2014	<u>\$2,502</u>
 Total	 \$13,933

