

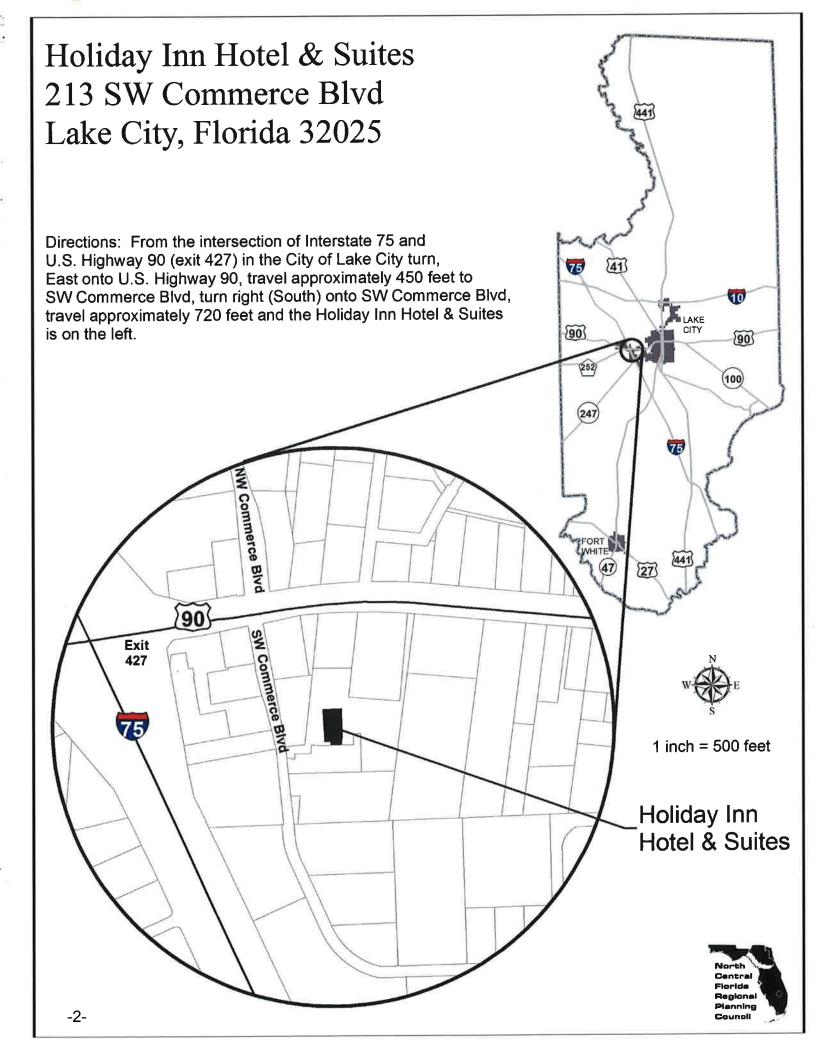
2009 NW 67th Place, Geineeville, FL 32653-1603 • 352.955.2200

### **MEETING NOTICE**

## **EXECUTIVE COMMITTEE**

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **December 10, 2015**. 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)





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#### AGENDA EXECUTIVE COMMITTEE

	Holiday Inn Hotel & Suites Lake City, Florida			December 10, 2 6:00 p	
*	I.	APF	PROVAL OF MINUTES - October 22, 2015	<u>P</u>	age 5
*	II.	CONTRACTS AND APPLICATIONS - None			
	III.	PROGRAM REPORT -			
*		A.	North Florida Economic Development Partnership Experience North Florida Sponsorship		9
*		B.	Florida Department of Transportation District 2 Local Government Transportation Summit Sponsorship		11
*		C.	Transportation Disadvantaged Program Local Coordinating Board A	ppointments	15
*		D.	Transportation Disadvantaged Program - Community Transportation Selection for Columbia, Hamilton and Suwannee Counties	Coordinator	17
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*		F.	Transportation Disadvantaged Program Award		21
	IV.	V. GENERAL ADMINISTRATION -			
*		A.	Agency Regulatory Plan - Fiscal Year 2015-16		23
*		B.	Proposed Interlocal Agreement Amendments		27
	V.	OTH	HER BUSINESS -		
*		A.	Executive Director Elected Treasurer of the National Association of Development Organizations		29

\* See Attachments

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6:00 p.m.

October 22, 2015

#### EXECUTIVE COMMITTEE MINUTES

Holiday Inn Hotel & Suites Lake City, Florida

#### MEMBERS PRESENT

Daniel Riddick, Chair Carolyn Spooner, Immediate Past Chair Lorene Thomas, Secretary-Treasurer

#### MEMBERS ABSENT

Louie Davis, Member Rick Davis, Vice-Chair

#### STAFF PRESENT

Scott Koons Lynn Franson-Godfrey

GUESTS PRESENT

Sandra Buck-Camp Ralph Kitchens Stew Lilker, Columbia County Observer

Chair Daniel Riddick called the meeting to order at 6:12 p.m.

I. APPROVAL OF MINUTES - September 24, 2015

Chair Riddick asked that the minutes for the September 24, 2015 Executive Committee meeting be approved as written.

- ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner to approve the minutes for September 24, 2015 as written. The motion carried unanimously.
- **II. CONTRACTS AND APPLICATIONS** 
  - A. North Central Florida Regional Hazardous Materials Response Team for Pipeline Safety Technical Assistance - Fiscal Year 2014-15 Amendment
  - ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas to recommend that the Council authorize the Chair to execute an agreement for Fiscal Year 2014-15 Pipeline Safety Technical Assistance agreement with the North Central Florida Regional Hazardous Materials Response Team for the fixed fee amount of \$30,000 for planning, training, public outreach and exercising components. The motion carried unanimously.

#### III. PROGRAM REPORT

- A. Transportation Disadvantaged Program Community Transportation Coordinator Selection for Columbia, Hamilton and Suwannee Counties
- ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas to request a recommendation from the Columbia, Hamilton, and Suwannee Transportation Disadvantaged Local Coordinating Board concerning whether the Council serving as the designated official planning agency

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should use a non-competitive or competitive request for proposals selection process to recommend the Columbia Hamilton Suwannee Community Transportation Coordinator for the five-year period July 1, 2016 to June 30, 2021 to the Florida Commission for the Transportation Disadvantaged.

- B. Transportation Disadvantaged Program Committee Transportation Coordinator Selection for Dixie, Gilchrist and Union Counties
- ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas to recommend that the Council authorize the use of competitive request for proposals processes to recommend to the Florida Commission on the Transportation Disadvantaged Community Transportation Coordinators for Dixie, Gilchrist and Union Counties, authorize the Executive Director to appoint a Selection Committee of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program, and authorize the Selection Committee to establish selection criteria, review proposals and make recommendations to the Council concerning the designation of the Community Transportation Coordinators for Dixie, Gilchrist and Union Counties. The motion carried unanimously.
- C. Appointment of Transportation Disadvantaged Chair of Columbia, Hamilton and Suwanee Counties Jason Bashaw
- ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner to recommend that the Council appoint Suwannee County Commissioner Jason Bashaw as the Chair of the Columbia Hamilton Suwannee Transportation Disadvantaged Local Coordinating Board for Program Year 2015-16.

Following discussion of this item Commissioner Spooner withdrew her second. Following further discussion of this item, the following action was taken by the Executive Committee.

ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas to inquire of the Columbia Hamilton Suwannee Transportation Disadvantaged Local Coordinating Board whether or not the Board wanted to reconsider its action concerning their recommendation of Commissioner Bashaw to serve as Chair of the Board for Program Year 2015-16 and that all votes by the Board concerning this matter to be by roll call. The motion carried unanimously.

#### IV. GENERAL ADMINISTRATION

- A. Proclamation Declaring October 2015 as Manufacturing Month
- ACTION: Commissioner Spooner made the motion, with a second by Ms. Thomas to recommend that the Council approve a proclamation declaring October 2015 as Manufacturing Month. The motion carried unanimously.

Scott Koons, Executive Director, reported that staff has scheduled presentations concerning the proposed amendments to the interlocal agreement creating the Council with the current 24 member local governments during the months of October, November and December 2015. He further reported that to date four member local governments have approved the proposed amendments to the interlocal agreement.

C. Executive Director Appointed to the Florida Department of Transportation Interstate 75 Relief Task Force

Chair Riddick reported that Scott Koons, Executive Director, has been appointed to the Florida Department of Transportation Interstate 75 Relief Task Force. The work of the Task Force will support the Department's overall Tampa Bay to Northeast Florida Future Corridor Study with initial emphasis west of Interstate 75 in Alachua, Citrus, Hernando, Levy, Marion and Sumter Counties.

D. Employee Holiday Luncheon

## ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner, to authorize that the Council pay an estimated cost of \$500 to sponsor a holiday luncheon for staff. The motion carried unanimously.

V. OTHER BUSINESS - None

The meeting adjourned at 6:54 p.m.

Daniel Riddick, Chair

<u>12/10/15</u> Date



#### III.A.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: North Florida Economic Development Partnership Experience North Florida Sponsorship

#### **RECOMMENDATION:**

## Approve the Council being a Titanium Level Sponsor for the North Florida Economic Development Partnership *Experience North Florida* event in the amount of \$1,000.

#### BACKGROUND:

As you know, the North Florida Economic Development Partnership is the public-private partnership that promotes economic development in the 14-county North Central Florida Rural Area of Critical Economic Concern. This area includes Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties in the North Central Florida Regional Planning Council region as well as Baker, Jefferson and Putnam Counties.

The Partnership is conducting an event entitled *Experience North Florida* at the Plantation on the Crystal River in Crystal River, FL on February 18-20, 2016. The purpose of the event is to connect site location consultants representing north Florida targeted industries with economic development professionals, state and regional project managers, state and local elected officials, corporate business leaders and other key decision-makers committed to attracting investment to the region.

The Partnership is soliciting sponsorships to underwrite the cost of the event. It is recommended that the Council be a sponsor at the Titanium Level for \$1,000. This level of sponsorship entitles the Council to have one attendee participate in all group functions and have the Council logo featured on all event printed materials, website and on-site signage.

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

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#### III.B.



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December 3, 2015

**Council Members** TO:

Scott R. Koons, AICP, Executive Director GRU FROM:

Florida Department of Transportation District 2 SUBJECT: Local Government Transportation Summit Sponsorship

#### **RECOMMENDATION:**

#### Approve the Council being a sponsor for the Florida Department of Transportation District 2 Local Government Transportation Summit for an estimated amount of \$1,500.

The District 2 Local Government Transportation Summit is being presented by the Florida Department of Transportation. The Summit is an opportunity for local government representatives to learn about the various programs and funding opportunities that the Department offers to support communities and their visions. The event will focus on:

- Discussing new and ongoing funding programs; •
- Explaining what projects and activities are eligible for funding; •
- Learning about new project data and technologies; •
- Introducing new policy changes that will impact the operations of partnerships; and •
- Recognizing the success of partnerships. •

The Summit is designed for local government staff, including public works professionals, administrators, planners and grant specialists in project solicitation and development. The Summit will be held on January 28, 2016 at the Holiday Inn and Suites in Lake City, FL from 10:00 a.m. to 5:00 p.m. It is recommended that the Council be a sponsor of the Summit for an estimated amount of \$1,500.

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

Attachment

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# Programs for your community!

2016 Local Government Transportation Summit

#### **Event Overview**

The D2 Local Government Transportation Summit is an opportunity for Local Government representatives to learn about the various programs and funding opportunities that the FDOT District 2 offers to support your community and its vision.

The event focuses on:

- Discussing new and ongoing funding programs
- Explaining what projects and activities are eligible for funding
- . Learning about new project data and technologies
- Introducing new policy changes that will impact the operations of our partnership
- . Recognizing the success of our partnership

In addition to the discussion of the various programs you'll have the opportunity to meet with FDOT experts and discuss specific projects and project solicitations.





#### Target Audience

Local Government Public Works professionals, county administrators, planners, and grant specialists involved in project solicitation and development.

#### When and Where

January 28, 2016 Holiday Inn 213 South West Commerce Dr. Lake City Florida, 32025 From 10:00 AM - 5:00 PM

Email: William.Cerlanek@dot.state.fl.us



YOUR COMMUNITY, YOUR VISION, OUR PARTNERSHIP,

Click above to view Transportation Summit Promotional Video

**REGISTRATION IS REQUIRED.** To register, go to: www.NFLRoads.com/SummitRegistration

*For questions about the Local Government Transportation Summit contact:* Wm. David Cerlanek, PE, PTOE, CPM District Program Administration Engineer Phone: (386) 961-7363

Partnerships:





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#### III.C.



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

December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Appointments

#### **RECOMMENDATION:**

- Appoint Jeff Aboumrad as the voting Florida Department of Education Representative on the Levy County Transportation Disadvantaged Coordinating Board;
- Appoint Matthew Pearson as the voting Florida Department of Elder Affairs Representative on the Levy County Transportation Disadvantaged Coordinating Board; and
- Appoint Peter Shepis as the alternate Florida Department of Education Representative on the Levy County Transportation Disadvantaged Coordinating Board.

#### BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing members to the local Transportation Disadvantaged Coordinating Boards. It is recommended Jeff Aboumrad be appointed as the voting Florida Department of Education Representative; Matthew Pearson be appointed the voting Florida Department of Elder Affairs Representative on the Levy County Transportation Disadvantaged Coordinating Board; and Peter Shepis be appointed as the alternate Florida Department of Education Representative on the Levy County Transportation Disadvantaged Coordinating Board.

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

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#### III.D.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Florida Transportation Disadvantaged Program -Community Transportation Coordinator Selection for Columbia Hamilton and Suwannee Counties

#### **RECOMMENDATION:**

#### Authorize the use of the non-competitive selection process to designate the Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area.

#### BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies conduct the selection process and recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area. Suwannee Valley Transit Authority's Memorandum of Agreement will expire June 30, 2016.

Rule 41-2.010 (2) of the Florida Administrative Code allows the selection of Community Transportation Coordinators without competitive acquisition upon the recommendation of the Designated Official Planning Agency. Section 287.057(3) (e), Florida Statutes allows the Florida Commission for the Transportation Disadvantaged to designate a governmental entity, such as the Suwannee Valley Transit Authority, as the Community Transportation Coordinator without using a competitive selection process.

At its October 22, 2015 meeting, the Council Executive Committee deferred recommending the process to be used to designate the Community Transportation Coordinator for Columbia, Hamilton and Suwannee Counties and requested the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board to recommend whether to use a competitive or non-competitive process.

The Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board recommended the non-competitive selection process be used to designate the Community Transportation Coordinator for the Columbia, Hamilton and Suwannee County service area at its November 18, 2015 meeting.

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

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#### III.E.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Chair Appointment

#### **RECOMMENDATION:**

## Appoint Commissioner Jason Bashaw Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

#### BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

Chapter I. F. (1) of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws provides for the Board to annually recommend a local elected official to serve as Chair of the Board to the Council. At its August 12, 2015 meeting, the Board recommended the Council appoint Commissioner Jason Bashaw as Chair of the Board. Commissioner Bashaw is currently serving as the Local Elected Official representing Suwannee County on the Board. Commissioner Bucky Nash, representing Columbia County has served as Chair of the Board since June 2013.

Based on allegations that proper voting procedures were not followed by the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board concerning the recommendation to appoint Commissioner Bashaw as the Board's Chair, the Council Executive Committee deferred recommending the appointment of Commissioner Bashaw as Chair and requested the Board to decide whether to reconsider its recommendation to appoint Commissioner Bashaw as Chair.

At its November 18, 2015 meeting, the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board chose not to reconsider its recommendation for Commissioner Bashaw to be appointed as Chair of the Board. Therefore, the Board's recommendation to the Council to appoint Commissioner Bashaw as Chair stands as approved by the Board at its August 12, 2015 meeting.

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

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#### III.F.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRV

SUBJECT: Transportation Disadvantaged Program Award

As you know, the Council serves as the Designated Official Planning Agency for Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties. In addition, the Council provides staff to the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area which serves as the Designated Official Planning Agency for Alachua County. The Council recently received the Outstanding Planning Agency of the Year Award from the Florida Commission for the Transportation Disadvantaged.

This award was presented at the Annual Transportation Disadvantaged Training and EXPO held in Daytona Beach on October, 26 - 28, 2015. The award recognizes the planning agency that went beyond the scope of their work to implement coordinated transportation. The awards were based on the success of the Council in staffing local coordinating boards, developing service plans, preparing needs assessments and assisting in the evaluation of community transportation coordinators.

Suwannee River Economic Council, Inc., which serves as the Community Transportation Coordinator for Bradford, Dixie, Gilchrist, Lafayette and Union Counties, received the Rural Community Transportation Coordinator Award. This award recognizes the Community Transportation Coordinator who has performed in an outstanding manner as part of fully coordinated system for the community and the transportation disadvantaged population.

MV Transportation, Inc., which serves as the Community Transportation Coordinator for Alachua County, received the Safety Award of the Year. This award recognizes the Community Transportation Coordinator that demonstrated an outstanding safety record or initiated new or improved safety programs.

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

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#### IV.A.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director RK

SUBJECT: Agency Regulatory Plan Fiscal Year 2015-16

#### **RECOMMENDATION:**

Approve the agency regulatory plan and authorize the Chair, Executive Director and Council Attorney to sign the letter transmitting the plan to the Joint Administrative Procedures Committee.

#### BACKGROUND:

Effective July 1, 2015 Chapter 2015-162, Laws of Florida amended Section 120.74, Florida Statutes, regarding the procedures for submission and the content of agency regulatory plans.

The new requirements specify that the agency regulatory plan must include statements concerning laws enacted or amended during the previous 12 months related to rulemaking responsibilities, laws expected to be implemented by rulemaking prior to July 1 of the succeeding year, whether the agency desires to update the regulatory plan for the previous year, and that the agency officials with rulemaking authority have reviewed the plan and existing agency rules and whether existing rules are consistent with the rulemaking authority agency.

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

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December 10, 2015

Mr. Kenneth J. Plante, Coordinator Joint Administrative Procedures Committee Room 680, Pepper Building 111 West Madison Street Tallahassee, FL 32399-1400

RE: Agency Regulatory Plan Fiscal Year 2015-16

Dear Mr. Plante:

Thank you for your letter of October 20, 2015 indicating a need for a new agency regulatory plan due to a recent amendment to Section 120.74, Florida Statutes. The following is the agency regulatory plan for Fiscal Year 2015-16 for the North Central Florida Regional Planning Council.

- a. No laws were enacted or amended during the previous 12 months;
- b. No new laws are expected to be implemented by rulemaking before the following July 1, 2016;
- c. There is no desired update to the regulatory plan for the prior year; and
- d. The Council Chair, Executive Director, and Council Attorney certify that they have reviewed this plan and the agency regularly reviews all its rules. The existing rules were most recently reviewed in association with preparation of this plan. The existing rules were determined to remain consistent with the agency's rulemaking authority and the laws implemented.

Certification:

Daniel Riddick Council Chair Scott R. Koons, AICP Executive Director Jonathan F. Wershow, Esq. Council Attorney

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#### IV.B.



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December 3, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director<sup>4</sup>

SUBJECT: Proposed Interlocal Agreement Amendments

As you know, Senate Bill 1216 (Chapter 2015-30, Laws of Florida) enacted by the Legislature during the last legislative session eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. The North Central Florida Regional Planning Council was created by an interlocal agreement pursuant to Section 163.01, Florida Statutes, as amended, entered into by counties and municipalities located in the north central Florida region.

In order to add Levy County and Marion County to the membership of the Council, the existing member local governments need to amend the interlocal agreement. At its September 24, 2015 meeting, the Council recommended proposed amendments to the interlocal agreement.

Staff has scheduled presentations concerning the proposed amendments to the interlocal agreement creating the Council with the current 24 member local governments during the months of October, November and December 2015. To date, 16 member local governments have approved the proposed amendments to the interlocal agreement.

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

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December 3, 2015

- TO: Council Members
- FROM: Daniel Riddick, Chair
- SUBJECT: Executive Director Elected Treasurer of the National Association of Development Organizations

Our executive director, Scott Koons, has been elected Treasurer of the National Association of Development Organizations.

The National Association of Development Organizations provides advocacy, education, research and training to a national network of 520 regional development organizations primarily serving small metropolitan and rural regions. The Association is an advocate for federal programs and policies that promote regional strategies and solutions for addressing local community and economic development needs. The National Association of Development Organizations and local communities, and examine the latest trends and developments in the field of regional community and economic development.

As the premier organization for the executive leaders and professional staff of the nation's regional development organizations, the National Association of Development Organizations and its members have worked together since 1967 to promote the regional cooperation of local governments and communities. In 1988, the National Association of Development Organizations Research Foundation was founded to serve as the research and professional development affiliate of the Association.

Congratulations to Scott.

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