

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
FULL COUNCIL
MINUTES

Holiday Inn Restaurant
Lake City, Florida

August 28, 2003
7:30 p.m.

MEMBERS PRESENT

Minnie Crevasse, Alachua County
Louie Davis, City of Waldo
David Dodge, Bradford County
Dixie Donovan, Columbia County
Roy Ellis, Madison County
Gail Garrard, Lafayette County
John Hersey, Bradford County
Ray Kirkland, City of Lake City
Eddie Martin, Hawthorne
James Montgomery, Columbia County
L. B. Nelson, City of Archer
Garth Nobles, Jr., City of Live Oak
Emory Philman, Gilchrist County
Tamara Robbins, City of Alachua
Edd Sadler, Taylor County
Myra Valentine, City of Madison

STAFF PRESENT

Robin Barnes
Steve Dopp
Charles Justice
Scott Koons
Carol Laine

MEMBERS ABSENT

William Alexander, City of Perry
Ed Braddy, City of Gainesville
Rick Bryant, City of Gainesville
John Carlson, Alachua County
Cynthia Moore Chestnut, Alachua County
Bill Coughlin, City of High Springs
John Driggers, Dixie County
Steve Futch, City of Starke
Mitchell Gentry, Gilchrist County
Sandra Haas, Suwannee County
Alan Hammock, Union County
Grady Hartzog, City of Newberry
Matthew Hawkins, City of Jasper
Ricky Jenkins, Union County
James King, Madison County
Craig Lowe, City of Gainesville
Charles Maultsby, Taylor County
Lee Pinkoson, Alachua County
Paul L. Remzey Samarra, Town of Micanopy
Douglas Udell, Suwannee County
Lorene Thomas, Dixie County
Lewis Vaughn, Hamilton County
Penny Wheat, Alachua County

EX-OFFICIO MEMBERS PRESENT

Jordan Green representing Dave Byrd, DOT
Mario Taylor representing Marvin Miller, DEP
Jennifer Auger, DEP
Russell Simpson, DEP

GUESTS PRESENT

Matthew Brock, City of Live Oak
Buddy Crevasse
Diana Davis
Donna Solze

Board Members names are bolded

Chairman Davis called the meeting to order at 7:35 p.m. and noted that there was not a quorum of the Council. Chairman Davis stated that there was a quorum of the Board and he announced that, due to the changes made to the organization policy, all Council members were able to vote.

Chairman Davis introduced Mario Taylor, Director for the Northeast District of the Florida Department of Environmental Protection (FDEP), who gave a brief overview of the responsibilities of the Department of Environmental Protection as they relate to the region. Mr. Taylor stated that the Department is not only a monitoring agency, but also a service organization which will work with the local governments as much as possible. He then introduced Jennifer Auger from the Jacksonville office and Russell Simpson, Manager of the Gainesville branch office.

Mr. Justice asked that Item II.D, Recommendation to Expand the Hazardous Materials Emergency Preparedness (HMEP) Training Budget to Accept an Additional \$1,600, be added to the consent agenda.

ACTION: Commissioner Montgomery made the motion, with a second by Commissioner Martin, to add Item II.D, Recommendation to Expand the Hazardous Materials Emergency Preparedness (HMEP) Training Budget to Accept an Additional \$1,600, to the agenda. The motion carried unanimously.

Mr. Justice stated that the lobbyist for the Florida Regional Councils Association has provided legislative contact forms to all regional planning councils. Mr. Justice stated that any Council members interested may fill out the contact form and return it to Council staff at the end of the meeting.

I. APPROVAL OF MINUTES - July 24, 2003

Chairman Davis asked that the minutes of the July 24, 2003, meeting be approved as written.

ACTION: Commissioner Martin made the motion, with a second by Commissioner Sadler, to approve the minutes of the July 24, 2003, meeting as written. The motion carried unanimously.

II. CONSENT AGENDA

- A. Local Government Comprehensive Planning Assistance Service Agreements
- B. Community Development Block Grant Administrative Assistance Agreement - City of Live Oak
- C. Community Development Block Grant Administrative Assistance Agreement Amendments

- D. Recommendation to Expand the Hazardous Materials Emergency Preparedness (HMEP) Training Budget to Accept an Additional \$1,600

ACTION: Commissioner Martin made the motion, with a second by Commissioner Nelson, to approve the items listed on the Consent Agenda. The motion carried unanimously.

III. CHAIRMAN'S REPORT

Mayor Nobles introduced Matthew Brock, the new City Administrator for the City of Live Oak.

- A. Introduction of New Members - None
- B. Resolution of Appreciation

Chairman Davis asked that a Resolution of Appreciation be approved for Jerry Petrella, Public Education representative on the Bradford County Transportation Disadvantaged Coordinating Board.

ACTION: Mr. Philman made the motion, with a second by Mayor Kirkland, to approve the a Resolution of Appreciation for Jerry Petrella. The motion carried unanimously.

- C. Committee Appointments

Chairman Davis stated that there is a vacancy on the Clearinghouse Committee due to the replacement of Charles Chestnut IV on the Council. Chairman Davis asked that the Council appoint Commissioner Ed Braddy to the Clearinghouse Committee and remove him from the Regional Planning Committee.

ACTION: Commissioner Montgomery made the motion, with a second by Mr. Philman, to approve the action recommended by the Chairman. The motion carried unanimously.

Chairman Davis also stated that there is a vacancy on the Regional Planning Committee due to the committee reassignment of Commissioner Braddy. Chairman Davis asked that the Council appoint Commissioner L. B. Nelson to the Regional Planning Committee.

ACTION: Commissioner Martin made the motion, with a second by Commissioner Sadler, to approve the appointment of Commissioner L. B. Nelson to the Regional Planning Committee. The motion carried unanimously.

Chairman Davis stated that there is a vacancy in the Vice-Chairman position of the Clearinghouse Committee. He asked that Mayor Kirkland be appointed to the position of Vice-Chairman of the Clearinghouse Committee.

ACTION: Commissioner Martin made the motion, with a second by Mr. Philman, to approve the appointment of Mayor Kirkland to the position of Vice-Chairman of the Clearinghouse Committee. The motion carried unanimously.

IV. COMMITTEE REPORTS

A. Executive Committee

1. Selection of Consultant to Prepare County Continuity of Operations Plans.

Mr. Justice stated that at the February meeting, the Council authorized entering into agreements with six counties for \$25,000 each to prepare County Terrorism Annex Plans and Continuity of Operations and Government Plans. He stated that an advertisement was placed in the Florida Administrative Weekly seeking request for qualifications for a consultant to assist with the preparation of continuity of operations plans (COOP). He reported that ten responses were received by the August 22nd deadline. He stated that upon review of the responses received, the Executive Committee recommended that Disasters, Strategies and Ideas Group, LLC be awarded the COOP contract for all six counties at a cost of \$18,000 for each county.

ACTION: Commissioner Montgomery made the motion, with a second by Commissioner Nelson to enter into an agreement with Disasters, Strategies and Ideas Group, LLC for the preparation of Continuity of Operations Plans for all six counties at a cost of \$18,000 for each county. The motion carried unanimously.

2. Status of ADCO - Sharing Fees with FFCFC

Mr. Justice reported that on August 1, 2003, the activities of ADCO were turned over to Florida First Capital Finance Corporation (FFCFC). FFCFC is now responsible for handling, packaging and servicing of all loans. He stated that this change also included FFCFC hiring Jim Emerson, who was previously a member of the Council staff. He reported

that since the U.S. Small Business Administration has not finalized approval of the transfer of ADCO's portfolio to FFCFC, ADCO will continue to receive fees for servicing past loans as well as packaging loans that were started, but not closed, before the transfer took place. Mr. Justice stated that the Executive Committee recommended that the Council enter into a separate agreement with FFCFC stating that, as of September 1, 2003, the Council will agree to share on a 50% basis any fees earned as a result of ADCO's activities, regardless of whether the Council or FFCFC receives the funds.

ACTION: Commissioner Sadler made the motion, with a second by Commissioner Martin, to enter into a separate agreement with FFCFC stating that, as of September 1, 2003, the Council will agree to share on a 50% basis any fees earned as a result of ADCO's activities, regardless of whether the Council or FFCFC receives the funds and that the funds included under this agreement should be those that are received after August 31, 2003. The motion carried unanimously.

3. Engagement Letter of Auditor, RE: FY 2002-2003 Audit

Mr. Justice reported that the Executive Committee recommended that the auditing firm of Powell and Jones, selected in 2001 for a three year period, be engaged to conduct the third and final audit for Fiscal Year 2002-2003, for a fee of \$12,430, which also includes an audit of the financial statements of the Employee Pension Plan Trust for the year ending September 30, 2003.

ACTION: Commissioner Sadler made the motion, with a second by Commissioner Nelson, to engage the auditing firm of Powell and Jones to conduct the audit for Fiscal Year 2002-2003 for a fee of \$12,430, which also includes an audit of the financial statements of the Employee Pension Plan Trust for the year ending September 30, 2003. The motion carried unanimously.

B. Clearinghouse Committee

Local Government Comprehensive Plan Amendments

Chairman Philman stated that the Clearinghouse Committee met and reviewed three Committee-level items which require Council action.

#115 - Town of Fort White Comprehensive Plan Draft Amendment (DCA No. 03-1)

Chairman Philman stated that, concerning the Town of Fort White Comprehensive Plan Draft Amendment, the Clearinghouse Committee recommended requesting the preparation of an Objections, Recommendations and Comments Report to address one objection regarding adverse impacts to the high aquifer recharge areas that recommends the Town add a map of high aquifer recharge areas to the Future Land Use Map Series. Chairman Philman reported that the Committee recommended that this objection be forwarded to the Town of Fort White and the Florida Department of Community Affairs as regional comment.

ACTION: Chairman Philman made the motion, with a second by Commissioner Montgomery, to approve the Clearinghouse Committee recommendation. The motion carried unanimously.

#116 - Bradford County Comprehensive Plan Draft Amendment (DCA No. 03-2)

Chairman Philman reported that the Committee had reviewed the Bradford County Comprehensive Plan Draft Amendment and had concluded that the comprehensive plan, as amended, did not adversely affect the natural resources of regional significant, regional facilities or adjacent local governments. Chairman Philman reported that the Committee recommended forwarding this finding to Bradford County and the Florida Department of Community Affairs as regional comment.

Therefore, Chairman Philman reported that the Council should not request the Florida Department of Community Affairs prepare an Objections, Recommendations and Comments Report.

ACTION: Chairman Philman made the motion, with a second by Commissioner Martin, to approve the Clearinghouse Committee recommendation. The motion carried unanimously.

#117 - Bradford County Comprehensive Plan Draft Amendments (DCA 03-3)

Chairman Philman reported that the Committee recommended the preparation of a Objections, Recommendations and Comments Report to address one objection regarding potential significant adverse impacts as a result of the amendments to that segment of U.S. Highway 301 located within the City of Starke between the southern City limits and County Road 100A. Chairman Philman reported that the Committee recommended that this objection be forwarded to Bradford County and the Florida Department of Community Affairs as regional comment.

ACTION: Chairman Philman made the motion, with a second by Mr. Dodge, to approve the Clearinghouse Committee recommendation. The motion carried unanimously.

C. Finance Committee

1. Proposed Amendment to FY 2002-2003 Budget

Mr. Justice reported that the Finance Committee had met and recommended changes in the FY 2002-2003 budget. He reviewed the proposed budget amendment in detail and noted that there was an overall increase of total expenditures in the amount of \$217,500, or a 13.4% increase. Mr. Justice asked that the proposed amendment to the budget be approved.

ACTION: Commissioner Montgomery made the motion, with a second by Commissioner Nelson, to approve the amendment to the FY 2002-2003 budget as recommended by the Finance Committee. The motion carried unanimously.

2. Proposed Amendment to FY 2003-2004 Budget

Mr. Justice reported that the Finance Committee recommended changes in the FY 2003-2004 budget which was adopted by the Council on May 22, 2003. He reviewed the proposed budget amendment and noted an increase of total expenditures in the amount of \$82,700. Mr. Justice asked that the proposed amendment to the Fiscal Year 2003-2004 budget be approved.

ACTION: Commissioner Martin made the motion, with a second by Commissioner Sadler, to approve the amendment to the FY 2003-2004 budget as recommended by the Finance Committee. The motion carried unanimously.

3. Financial Report for Period Ending June 30, 2003

Mr. Justice reviewed the Financial Report for the period ending June 30, 2003. He answered questions and noted that the financial condition of the Council is sound and that, when taking into account all of the additional contracts and programs the Council has accepted during the year, the expenditure pattern for the past nine months is at 76.4%. He added that the year should end with expenditures being very close to budget.

V. DIRECTOR'S REPORT

A. Status of Rural Area of Critical Economic Concern

Mr. Justice reported on the latest developments concerning the status of the Rural Area of Critical Economic Concern. He added that nothing has significantly changed since last month.

B. Notice of Reduction in Health Insurance Premiums

Mr. Justice stated that on August 1, a notice was received from Blue Cross/Blue Shield indicating that a miscalculation had been made in determining insurance rates for the current year which would result in a 13% decrease in premiums for staff coverage. He reported that with this change, the total increase for insurance costs for the current year will only increase some 3% over the costs for last year.

Mr. Justice briefly discussed the issue of water transfer within the state. He stated that this would be a difficult issue and advised the Council to be aware of the situation.

Mr. Justice reported that through the efforts of Lynn Franson-Godfrey, Transportation Disadvantaged Program Planner, the Planning Council received an award for the "Most Outstanding Agency in the State."

Mr. Justice stated that another challenge has been brought up by the Waco attorneys concerning the Alachua West DRI fee challenge. He stated that they are challenging the indirect costs because the indirect cost allocation plan has not been adopted by rule. He reported that the Council attorneys have responded to this challenge and advised that the administrative hearing is scheduled for October 20, 2003.

Mr. Scott Koons, Director of Regional and Local Government Programs, reported that the Planning Council, in conjunction with the State Energy Office, hosted a State Energy Workshop which was held at the Lake City Holiday Inn today earlier in the afternoon.

The meeting was adjourned at 8:41 p.m.

Chairman

Date