

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
MINUTES

Holiday Inn Hotel & Suites  
Lake City, Florida

May 26, 2016  
7:30 p.m.

MEMBERS PRESENT

Anthony Adams, Lafayette County  
**LaBarfield Bryant, City of Jasper**  
Harvey Budd, City of Gainesville  
Beth Burnam, Hamilton County  
Jim Catron, City of Madison  
**Charles Chestnut IV, Alachua County**  
Scarlet Frisina, Columbia County  
Adrian Hayes-Santos, City of Gainesville  
*James Montgomery, Columbia County*  
**Garth Nobles, Jr., City of Live Oak**  
**Patricia Patterson, Taylor County**  
**Daniel Riddick, Bradford County**  
Larry Sessions, Suwannee County  
**Carolyn Spooner, City of Starke**  
James Tallman, Union County  
**Kenrick Thomas, Gilchrist County**  
*Lorene Thomas, Dixie County*  
Helen Warren, City of Gainesville

NON-VOTING DELEGATE PRESENT

None

EX-OFFICIO MEMBER REPRESENTATIVES PRESENT

Barney Bennett, Florida Department  
of Transportation  
Carlos Herd, Suwannee River Water  
Management  
Roni Jordan, Florida Department  
Environmental Protection

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Riddick called the meeting to order at 7:30 p.m. with an invocation given by Commissioner Burnam and a pledge of allegiance to the flag. Chair Riddick stated that there was a quorum of the Council.

MEMBERS ABSENT

Ken Cornell, Alachua County  
**Louie Davis, City of Waldo**  
**Rick Davis, Madison County**  
Jason Evans, High Springs  
Shirlie Hampton, City of Perry  
Jason Holifield, Dixie County  
*William Hunter, Hamilton County*  
Timothy Marden, City of Newberry  
Lee Pinkoson, Alachua County  
DeLoris Roberts, City of Hawthorne  
*Daniel Webb, Union County*  
*Mike Williams, Madison County*  
**Robert Wilford, City of Alachua**  
Stephen Witt, City of Lake City

OTHERS PRESENT

Sandra Buck-Camp  
Fletcher Hope  
Pamela Koons  
Stew Lilker

STAFF PRESENT

Steven Dopp  
Carmelita Franco  
Scott Koons  
Jean Strong

**Board Members names are bolded**

*Gubernatorial Members names are italicized*

Chair Riddick welcomed and introduced Fletcher Hope, City Commissioner from the City of Archer; Sandra Buck-Camp, member of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Local Coordinating Board; Pamela Koons, wife of Executive Director, Scott Koons; and Stew Lilker from the Columbia County Observer.

II. NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PRESENTATION  
YEAR 2015 REVIEW

Scott Koons, Executive Director, gave a PowerPoint presentation which reviewed Council activities during the past year in the Regional Planning, Public Safety and Regulatory Compliance, Economic Development, Local Government Assistance and Transportation Programs of the Council. In particular, he highlighted the services that the Council provides, which benefit its local governments, including community planning assistance, grant application and administration services, transportation planning assistance, hazardous waste monitoring, emergency response planning assistance, and economic development activities. Chair Riddick thanked Mr. Koons for his presentation.

Chair Riddick asked that Item VI.B.6. #98 - Marion County Comprehensive Plan Draft Amendment which was received subsequent to the distribution of the Council meeting packet, be added to the agenda.

**ACTION: Councilman Bryant made the motion, with a second by Commissioner Chestnut, to add Item VI.B.6. #98 - Marion County Comprehensive Plan Draft Amendment to the agenda. The motion carried unanimously.**

III. APPROVAL OF MINUTES - April 28, 2016

Chair Riddick asked that the minutes of the April 28, 2016 meeting be approved as written.

**ACTION: Commissioner Budd made the motion, with a second by Commissioner Chestnut, to approve the minutes of the April 28, 2016 meeting as written. The motion carried unanimously.**

IV. CONSENT AGENDA -

- A. Monthly Financial Report - April 2016
- B. Meeting Schedule Program Year 2015-16
- C. Transportation Disadvantaged Local Coordinating Board Appointments

Chair Riddick asked if there were any questions regarding any of the items on the Consent Agenda and requested that these items be approved.

**ACTION: Councilman Bryant made the motion, with a second by Commissioner Patterson, to approve the items on the Consent Agenda which is attached. The motion carried unanimously.**

V. CHAIR'S REPORT

A. Introduction of New Council Member

Chair Riddick welcomed new Council member Adrian Hayes-Santos from the City of Gainesville.

B. Resolutions of Appreciation

1. Craig Carter
2. Doug Jones

Chair Riddick asked that Resolutions of Appreciation for past services be approved for Craig Carter, who served as a Council member since June 2014 and Doug Jones who served as a Council member since February 2015.

**ACTION: Commissioner Patterson made the motion, with a second by Commissioner Chestnut to approve the Resolutions of Appreciation for Craig Carter and Doug Jones. The motion carried unanimously.**

C. Transportation Disadvantaged Program Resolutions of Appreciation

1. Charles Burke
2. Gladney Cherry

**ACTION: Commissioner Catron made the motion, with a second by Commissioner Patterson to approve the Resolutions of Appreciation for Charles Burke and Gladney Cherry. The motion carried unanimously.**

D. Employee Certificate of Service - Scott Koons - 40 Years

Chair Riddick presented Scott Koons, Executive Director, a 40-year Certificate of Service and a 40-year service pin in appreciation of his many years of service to the Council. Mr. Koons joined the Planning Council on April 1, 1976. During his years of service, Mr. Koons has worked as a regional planner, local government assistance planner, director of local planning assistance, director of economic development, director of regional and local government programs, assistant executive director and executive director. Mr. Koons is the longest serving employee in the history of the Council.

Mr. Koons thanked the Council and expressed his appreciation for the opportunity to work for the Council and serve the communities of the north central Florida region.

VI. COMMITTEE REPORTS

A. Executive Committee - Authorization to Begin Auditor Selection Process

Mr. Koons stated that the Council goes through an auditor selection process every three years with the intent of selecting a firm to perform audits on the Council's financial activity for each of the succeeding three years. A new contract for the auditor services is executed each year, but it is expected that the same firm will be used unless some specific reason is found that causes the Council to terminate its services. He reported that the current firm, Powell and Jones Certified Public Accountants, is completing its third year as auditor and it is time to begin the process to select a firm for the next three years.

Mr. Koons reported that the Executive Committee recommended that the Executive Committee, along with a representative from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, be designated to serve as the Audit Committee, authorize the Audit Committee to establish selection criteria, begin the auditor selection process, negotiate a contract for audit services and bring a recommendation for auditing services to the Council for approval. He further reported that the Executive Committee also recommended that the auditor selected complete an audit of the pension program each year and that the cost of the pension plan is to be included in the primary contract the Council will have with the auditor.

**ACTION: Commissioner Warren made the motion, with a second by Commissioner Budd to designate the Executive Committee, along with a representative from the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area, to serve as the Audit Committee, and authorize the Audit Committee to establish selection criteria, begin the auditor selection process, negotiate a contract for audit services and bring a recommendation for auditing services to the Council for approval. The motion carried unanimously.**

B. Clearinghouse Committee

Mr. Montgomery, gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

- #92 - City of Hampton Comprehensive Plan Draft Amendment
- #95 - Alachua County Comprehensive Plan Draft Amendment
- #96 - Marion County Comprehensive Plan Draft Amendment
- #97 - Alachua County Comprehensive Plan Draft Amendment

Mr. Montgomery stated that in addition to the comprehensive plan amendments, the Council received the following Environmental Impact Statement.

- #83 - Draft Supplemental Environmental Impact Statement - Gulf of Mexico Outer Continental Shelf Oil and Gas

Mr. Montgomery stated that subsequent to the distribution of the Council meeting packets, the Council received the following late-arriving item which requires action prior to the next meeting.

- #98 - Marion County Comprehensive Plan Draft Amendment

Mr. Montgomery stated that the Committee finds that the local government comprehensive plans, as amended are not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments. He also stated that with regards to the Outer Continental Shelf Environmental Impact Statement the Committee recommends forwarding no comments as the area is located approximately 150 miles west of any coastal off-shore Natural Resource of Regional Significance.

**ACTION:** Mr. Montgomery made the motion, with a second by Commissioner Patterson, to approve the Clearinghouse Committee recommendations concerning #83 - Draft Supplemental Environmental Impact Statement - Gulf of Mexico Outer Continental Shelf Oil and Gas; #92 - City of Hampton Comprehensive Plan Draft Amendment; #95 - Alachua County Comprehensive Plan Draft Amendment; #96 - Marion County Comprehensive Plan Draft Amendment; #97 - Alachua County Comprehensive Plan Draft Amendment and #98 - Marion County Comprehensive Plan Draft Amendment. The motion carried unanimously.

C. Regional Planning Committee - Evaluation and Appraisal Report Based Amendments  
North Central Florida Strategic Regional Policy Plan

Commissioner Burnam, Regional Planning Committee Chair, reported that the Committee met earlier in the evening to continue the process of preparing amendments to the North Central Florida Strategic Regional Policy Plan. She stated that the preparation of the amendments is guided by the regional plan Evaluation and Appraisal Report recently adopted by the Council.

Commissioner Burnam further stated that earlier in the evening the Committee reviewed proposed amendments to the Natural Resources of Regional Significance. She stated that the Committee anticipates submitting the proposed amendments to the Council for its consideration at the October 2016 Council meeting.

D. Program Committee - 2016-17 Overall Program Design

Commissioner Frisina, Program Committee Vice-Chair, stated that the Program Committee met on April 28, 2016 to develop an Overall Program Design for the Council's consideration for Program Year 2016-17. She stated that except for editorial revisions, the document is the same as the current year edition.

Commissioner Frisina reported that the Program Committee recommended approval of the Overall Program Design for Program Year 2016-17.

**ACTION:** Commissioner Frisina made the motion, with a second by Commissioner Patterson, to approve the Overall Program Design for Program Year 2016-17 as recommended by the Program Committee. The motion carried unanimously.

E. Finance Committee - Fiscal Year 2016-17

Ms. Thomas, Finance Committee Chair, stated that the Finance Committee has agreed upon a budget to recommend for the coming fiscal year. She stated that this document has been included in your packet. Ms. Thomas stated that anticipated expenditures for next year will be \$1,905,300 which is \$29,000 more than the budget for the current year.

Ms. Thomas also pointed out that it is proposed that a \$.30 per capita dues assessment will be maintained, which is the 35th year it has been held at this level, based upon the University of Florida, Bureau of Economic and Business Research population estimates

for 2015, member local government dues will produce approximately \$258,000. She stated that most important policy decision made by the Council regarding the budget has to do with personnel. Ms. Thomas stated that it is proposed that there will be 11 full-time staff positions, plus funds for part-time positions, which is one full-time staff position less than budgeted for the current year. She finally stated it is recommended that the budget include a recurring cost of living pay increase of two percent for all employees, including the Executive Director and one percent salary budget for merit increases for all employees, except the Executive Director and all other benefits for staff remain the same as for the current year.

**ACTION: Ms. Thomas made the motion, with a second by Commissioner Chestnut, to approve the Fiscal Year 2016-17 budget as recommended by the Finance Committee. The motion carried unanimously.**

F. Nominating Committee - Program Year 2016-17  
Election of Officers and Board of Directors

Commissioner Spooner, Nominating Committee Chair, gave the Nominating Committee report. She stated that the Nominating Committee met on May 18, 2016 to make, for the Council's consideration, recommendations regarding all officer positions, including the additional Executive Committee member, and other members of the Board of Directors to a one-year term for Program Year 2016-17.

She stated that the Nominating Committee recommendations for the officer positions are, as follows.

Chair - Rick Davis  
Vice-Chair - Lorene Thomas  
Secretary-Treasurer - Louie Davis  
Member - Robert Wilford  
Immediate Past Chair - Daniel Riddick

She stated that the Nominating Committee recommendations for the Board of Directors are, as follows.

City Representatives  
LaBarfield Bryant, City of Jasper  
Garth Nobles, Jr., City of Live Oak  
Carolyn Spooner, City of Starke

County Representatives  
Charles Chestnut, IV, Alachua County  
Kenrick Thomas, Gilchrist County  
Patricia Patterson, Taylor County

Gubernatorial Representatives  
James Montgomery, Columbia County  
William Hunter, Hamilton County  
Daniel Webb, Union County  
Mike Williams, Madison County

**ACTION: Commissioner Spooner made the motion, with a second by Councilman Bryant, to elect the slate of nominees to the Executive Committee and Board of Directors to a one-year term for Program Year 2016-17 as recommended by the Nominating Committee. The motion carried unanimously.**

VII. EX-OFFICIO MEMBER REPORTS

Barney Bennett, Florida Department of Transportation, did not present a Department report.

Carlos Herd, Suwannee River Water Management District, stated that they have awarded the river projects and have submitted springs projects to the Florida Department of Environmental Protection for approval.

Roni Jordan, Department of Environmental Protection, stated that the Department was available to assist local governments and citizens address concerns related to the responsibilities of the Department.

VIII. CITIZEN COMMENTS

Stew Lilker from the Columbia County Observer expressed his opinion concerning educational attainment as it relates to economic development. He also stated his support for a living wage of \$15.00 per hour.

IX. EXECUTIVE DIRECTOR'S REPORT

A. Florida Chamber Foundation Scorecard™

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics related to each of the Six Pillars. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. He reviewed the May 2016 Scorecard™ included in the Council meeting packet.

B. Financial Disclosure Report Filing

Mr. Koons reported that all members of the Council are required to file a financial disclosure form by July 1st of each year. He stated the financial disclosure forms filed by county commissioners and city commissioners for their elected offices fulfill this requirement. Gubernatorial members must file a financial disclosure form with the Supervisor of Elections office in their respective counties to fulfill this requirement. Council members should have received a copy of the financial disclosure form in the mail within the past few weeks.

