



West Florida Regional Planning Council
Meeting Minutes
Crestview City Hall
February 16, 2016 3:30 p.m.

Members Present: Mayor Kurvin Qualls, Town of Jay (Vice Chair)
Councilman MG Moran, City of Fort Walton Beach
Councilwoman Kasey Cuchens, City of Freeport
Commissioner Nathan Boyles, Okaloosa County
Commissioner Cecilia Jones, Walton County
Commissioner Wilson Robertson, Escambia County
Mayor David Cadle, City of Crestview
J.D. Smith, Governor Appointee
Virgie Bowen, FDOT

Others Present: Linda Little, FDOT
Austin Mount, WFRPC Staff
Mary Beth Washnock, WFRPC Staff
Gina Watson, WFRPC Staff
Rob Mahan, WFRPC Staff

Agenda Item I: Call to Order & Pledge of Allegiance

In the absence of Chairman Abbott Vice Chairman Qualls called the meeting to order and the pledge of allegiance was recited.

Agenda Item II: Telephone Roll Call

There were no phone-in members.

Agenda Item III: Consent Agenda

- a. Approval of the January, 2016 Meeting Minutes
- b. Approval of October, 2015 Financial Statements

Councilwoman Cuchens moved to approve the consent agenda. Mr. J.D. Smith seconded the motion and it was unanimously approved.

Agenda Item IV: Executive Committee Report

Vice Chairman Qualls said the Executive Committee met briefly and discussed the next item on the agenda. He said the committee supports the staff services agreement and recommends the board's approval.

Agenda Item V: Draft Agreement for Professional Staff Services by and between the West Florida Regional Planning Council and Okaloosa County for the Okaloosa Transit Cooperative

Vice Chairman Qualls called on Mr. Mount, who introduced Mr. Rob Mahan to present the item on behalf of Ms. Vikki Garrett, who could not be present. Mr. Mahan said he and Ms. Garrett have been assisting Okaloosa County with their transit needs for a while.

He said last year an effort began to create a transit cooperative. He said those jurisdictions that are participating include Okaloosa County, Crestview, Destin, Fort Walton Beach, Niceville and Cinco Bayou. The group has been meeting monthly and meetings will now occur every two weeks. The goal of the cooperative is to improve the service, coordinate efforts, and provide a mechanism for cost sharing. WFRPC staff has been attending and noticed a need for staff services. The draft agreement included in the agenda between Okaloosa County and the WFRPC would be for staff services that would include preparation of agendas, advertising the meetings, and producing minutes. He said if the WFRPC approves the agreement it will then go to the county and the Okaloosa-Walton TPO. Cost of the staff services will be split 50-50 between the county and the TPO and the TPO's portion of the cost will be paid from the public transportation planning funds. The estimated cost is \$64,000 per year.

J.D. Smith moved to approve the professional staff services agreement between the WFRPC and Okaloosa County for the Okaloosa Transit Cooperative. The motion was seconded by Commissioner Cecilia Jones and it was unanimously approved.

Agenda Item VI: Santa Ynez vs. Bay County TPO/WFRPC Lawsuit

Vice Chairman Qualls called on Mr. Mount. Mr. Mount referenced an email from the attorney, W.C. Henry, stating that the WFRPC and FDOT have been released from the state lawsuit and the attorney is optimistic that the original federal suit will be as well.

Agenda Item VII: Executive Director Briefing

Vice Chairman Qualls called on Mr. Mount. Mr. Mount said outreach efforts are underway for the next few months. Staff will be presenting to the cities and the counties on what the WFRPC can do to help them.

The new Public Involvement Coordinator, Kathy Saldana, will begin in March. She is coming from Michigan.

The WFRPC handbook was approved last month pending attorney comments. The attorney had no issues with the changes that have been made.

A new company car was purchased since the last meeting. The state bid was checked and a procurement process were undergone. A 2014 Chrysler 300 was purchased. It is being used more than expected. Mr. Mount will bring a full month of mileage tracking and a financial report to the next meeting to show how the vehicle is paying for itself.

There will be a staff retreat in March. Team-building activities over the course of two days will take place. The retreat will not be an overnight activity to save funds.

A newsletter-type publication will be provided to the members from now on instead of the lengthy activity report.

There being no further business the meeting was adjourned.

Next meeting is tentatively scheduled for Monday, March 21, 2016. There being no further business, the meeting was adjourned.