



Members Present: Mayor Kurvin Qualls, Town of Jay (Vice-Chairman)  
Councilman Jim Foreman, City of Destin  
Councilwoman Kasey Cuchens, City of Freeport  
Commissioner Nathan Boyles, Okaloosa County  
Councilman M.G. Moran, City of Fort Walton Beach  
J.D. Smith, Governor Appointee (via call in)  
Mayor David Cadle, Crestview  
Virgie Bowen, FDOT (Ex-officio)  
Commissioner Wilson Robertson, Escambia County  
Councilman Hector Solis, Panama City Beach

Others Present: Linda Little, FDOT  
Kate Daniel, WFRPC Staff  
Dawn Schwartz, WFRPC Staff  
Austin Mount, WFRPC Staff  
Mary Beth Washnock, WFRPC Staff  
Gina Watson, WFRPC Staff

**Agenda Item I: Call to Order & Pledge of Allegiance**

Vice-Chairman Qualls called the meeting to order. The pledge of allegiance was recited.

**Agenda Item II: Telephone Roll Call**

J.D. Smith participated via call-in.

**Agenda Item III: Consent Agenda**

- a. Approval of the April 2016 Meeting Minutes
- b. Approval of February, March and April 2016 Financial Statements
- c. Holmes/Washington Transportation Disadvantaged Board Membership

The consent items were voted on as individual items.

*Councilwoman Kuchens moved to approve the April meeting minutes. Councilman Moran seconded the motion and it was unanimously approved.*

*Councilwoman Kuchens moved to approve the February – April 2016 financial statements. The motion was seconded by Commissioner Robertson and it was unanimously approved.*

Ms. Daniel provided a brief explanation of Consent Agenda Item c.

*Commissioner Robertson moved to approve the Holmes/Washington Transportation Board membership. The motion was seconded by Councilman Moran and it was unanimously approved.*

**Agenda Item IV: Executive Committee Report**

Vice-Chairman Qualls said the Executive Committee met briefly and discussed part of the agenda for this meeting.

**Agenda Item V: WFRPC Audit Report**

Vice-Chairman Qualls called on Ms. Schwartz. Ms. Schwartz said the audit was not complete in time for today's meeting. She distributed a draft of the document to the board members and said the final will be on the July agenda, pending information from the attorney.

**Agenda Item VI: Holmes County State Housing Initiatives Partnership (SHIP) Agreement**

Vice-Chairman Qualls called on Ms. Daniel. Ms. Daniel explained that this contract would allow staff to help qualified homeowners with housing assistance. The contract is for three years in the amount of \$28,000 per year.

*Commissioner Robertson moved to authorize the WFRPC chairman to sign the agreement between Holmes County and WFRPC to serve as administrator for the Holmes County SHIP Program. The motion was seconded by Councilman Moran and it was unanimously approved.*

**Agenda Item VII: Walton County State Housing Initiatives Partnership (SHIP) Agreement**

Ms. Daniel explained that this contract is different than the one for Holmes County, with Walton County receiving a higher allocation. She explained that the fee for this contract is slightly higher based on that allocation and that the estimate for the 2<sup>nd</sup> and 3<sup>rd</sup> year of the contract may be a little low.

Commissioner Robinson asked if the 2<sup>nd</sup> and 3<sup>rd</sup> year amounts in the contract are binding. Ms. Daniel explained that the WFRPC will get 80% of whatever the allocation is, so if it is higher the amount the WFRPC receives from the state will automatically increase, with Walton County getting the other 20%.

*Councilman Foreman moved to authorize the WFRPC chairman to sign the agreement between Walton County and WFRPC to serve as administrator for the Walton County SHIP Program. The motion was seconded by Councilwoman Kuchens and it was unanimously approved.*

**Agenda Item VIII: Amendment to the Agreement for Professional Staff Services by and between the WFRPC and Okaloosa County for the Okaloosa Transit Cooperative**

Vice-Chairman Qualls called on Ms. Washnock. Ms. Washnock presented on behalf of Vikki Garrett who had another engagement. She briefly explained that the requested amendment to the agreement would clarify the payment schedule for services provided and would allow invoices provided over the past months to be paid.

*Councilwoman Kuchens moved to authorize the chairman to sign Resolution 2016-04 and the amendment to the agreement for professional staff services by and between the West Florida Regional Planning Council and Okaloosa County for the Okaloosa Transit Cooperative. The motion was seconded by Commissioner Boyles and it was unanimously approved.*

**Agenda Item IX: Revised Rules of the West Florida Regional Planning Council**

Vice-Chairman Qualls called on Mr. Mount. Mr. Mount said at the last meeting the board asked that legal review be made of the existing rules and brought back to the board. Mr. Mount referred to the copy of his recommended changes along with a copy of comments received from Gary Huston, the WFRPC's attorney, both of which were included in the agenda.

Mr. Mount reviewed comments received from Mr. Huston and then explained his own revisions.

In reference to one of Mr. Mount's revisions that would allow the WFRPC to put existing funds into interest-bearing accounts, Commissioner Robertson recommended that no more than \$250,000 be held in any one bank, as this is the maximum amount insured by the FDIC. Ms. Schwartz explained that government agencies are exempt from the \$250,000 threshold. Public agencies have a higher level of protection than individuals, so this should not be an issue.

Mr. Mount concluded his review of the recommended changes and said if there were no further recommendations or requests from the board he would prepare a final version for board approval at the next meeting.

**Agenda Item X: Election of Chairman and Vice Chairman to Serve Through September 30, 2016**

Vice-Chairman Qualls called on Mr. Mount. Mr. Mount reminded the board that Thomas Abbott did not run for re-election as Mayor of Callaway and as such cannot remain on the WFRPC board at this time. He asked that the board fill the existing vacancy of chairman. Commissioner Robertson asked if the Executive Committee had a recommendation. Vice-Chairman Qualls said it was discussed that he would move up to Chairman. Commissioner Robertson agreed and suggested that Councilwoman Kuchens serve as Vice-Chairman. There was general agreement.

*Commissioner Robertson moved to elect Mayor Kurvin Qualls to serve as WFRPC Chairman and Councilwoman Kasey Cuchens to serve as Vice-Chairman through September 30, 2016. The motion was seconded by Commissioner Boyles and it was unanimously approved.*

**Agenda Item XI: Executive Director Briefing**

Mr. Mount said staff is trying to get out as much as possible to present to the local governments and other agencies. He said there is a Comprehensive Economic Development Strategy (CEDS) update starting in a couple of months. On July 19 there will be a meeting at the City of Destin's Annex where economic development and transportation industry players will meet. He invited all to attend.

There was discussion about where to have future meetings. It was agreed to move the meetings to this location. (Okaloosa County Administration Building)

**Next meeting is scheduled for Monday, July 18, 2016. There being no further business, the meeting was adjourned.**