



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
Commissioner Cecilia Jones, Walton County
Virgie Bowen, FDOT (Ex-officio)
Commissioner Wilson Robertson, Escambia County

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

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

Agenda Item II: Telephone Roll Call

Due to technical difficulties members were unable to participate by call-in.

Agenda Item III: Consent Agenda

- a. Approval of the March 2016 Meeting Minutes
- b. Approval of January 2016 Financial Statements

Commissioner Robertson moved to approve the consent agenda. Councilwoman Kuchens 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 action items on this agenda.

Agenda Item V: Residential Construction Mitigation Program (RCMP) Grant

Vice-Chairman Qualls called on Ms. Daniel. Ms. Daniel explained that this annual grant application, through the Florida Division of Emergency Management, would be administered for those counties that the WFRPC provides SHIP services: Walton, Washington and Holmes. The funds, in the amount of \$194,000, would be used to provide additional hurricane protective measures for those homes. She said matching funds are not required for this grant, but the SHIP funds would be leveraged. She asked

for a motion from the board to allow the Executive Director to sign the cover letter to accompany the grant application by its due date.

Commissioner Boyles moved to authorize the WFRPC Executive Director to sign the cover letter and submit the grant application to the Florida Division of Emergency Management. The motion was seconded by Commissioner Robertson and it was unanimously approved.

Agenda Item VI: Residential Construction Mitigation Program (RCMP) Execution

Vice-Chairman Qualls called on Ms. Daniel. Ms. Daniel briefly explained that staff previously applied for the same grant as mentioned in the previous item and it was a successful grant application. She asked the board for a motion allowing for execution of the July 1, 2016 – June 30, 2017 grant funds for the same three counties, also in the amount of \$194,000. There were no questions.

Mr. Smith moved to authorize the WFRPC chairman to sign the agreement with the Florida Division of Emergency Management. The motion was seconded by Commissioner Jones and it was unanimously approved.

Agenda Item VII: Local Emergency Planning Committee (LEPC) FY 16-17 Funding

Vice-Chairman Qualls called on Ms. Daniel. Ms. Daniel explained that the WFRPC provides staffing services to the LEPC, covering the seven counties covered by the WFRPC. The LEPC's primary purpose is to gather information from areas that store hazardous substances. The LEPC develops a response plan, provides training opportunities to first responders and emergency preparedness education to the public. Ms. Daniel explained that this grant, in the amount of \$59,000, would be used to facilitate the work of the LEPC and provide staffing services from July 1, 2016 – June 30, 2017.

Commissioner Boyles moved to authorize the WFRPC chairman to sign an agreement with the Florida Division of Emergency Management to serve as staff to the Local Emergency Planning Committee. The motion was seconded by Councilman Moran and it was unanimously approved.

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

Vice-Chairman Qualls called on Mr. Mount. Mr. Mount said a review of the Rules of the West Florida Regional Planning Council has been conducted at the staff level and was discussed at the Executive Committee. He said the suggestion was made to allow the board more time to review the changes followed by legal review. Commissioner Robertson asked that track changes also be shown on the next copy. Mr. Mount agreed and said he will be sending something out.

Action on this item was tabled until a later date.

Agenda Item IX: Nomination and Election of WFRPC Board Treasurer and Secretary

Action on this item was tabled until a later date.

Agenda Item X: Unified Planning Work Programs (UPWP)

Vice-Chairman Qualls called on Ms. Washnock. Ms. Washnock noted that the WFRPC oversees three TPOs and two Regional TPOs in Northwest Florida. She briefly explained the tasks and budget associated with these duties. She said the Florida-Alabama TPO has been presented with and has approved its UPWP and the Okaloosa-Walton and Bay County TPOs will be presented later in the month.

Commissioner Robertson said the Florida-Alabama TPO was presented with a traffic signalization program at the last meeting. He asked if this came before the WFRPC. Ms. Washnock said that it did not. Commissioner Robertson said Escambia County will be discussing handling maintenance of the signals at their next meeting. He asked if the TPO staff believed the county should do that. Ms. Washnock said staff does recommend it.

Agenda Item XI: Executive Director Briefing

Mr. Mount brought to the attention of the board the new newsletter layout which has taken the place of the monthly activity report. There was general discussion and the board expressed that they were quite pleased with the look of the newsletter. They asked that staff be sure to get it out to the partners. Mr. Mount said there is an extensive email list that the newsletter is distributed to each month.

Councilman Foreman said he sits on the Okaloosa County Transit Cooperative board and that Vikki Garrett with the WFRPC staff has done an impressive job of bringing that group together. He said the meeting she ran was the best meeting he has ever attended.

Next meeting is *tentatively* scheduled for Monday, May 16, 2016. There being no further business, the meeting was adjourned.