



West Florida Regional Planning Council
Meeting Minutes
Crestview City Hall
March 21, 2016 3:30 p.m.

Members Present: Mayor Thomas Abbott, City of Callaway (Chair)
Councilwoman Mary Ellen Johnson, City of Milton
Councilwoman Kasey Cuchens, City of Freeport
Commissioner Nathan Boyles, Okaloosa County
Mayor David Cadle, City of Crestview
J.D. Smith, Governor Appointee
Commissioner Cecilia Jones, Walton County (via call-in)
Virgie Bowen, FDOT (Ex-officio)

Others Present: Linda Little, FDOT
Kate Daniel, WFRPC Staff
Jill Lavender, WFRPC Staff
Kathy Saldana, WFRPC Staff
Dawn Schwartz, WFRPC Staff
Traci Goodhart, WFRPC Staff
Austin Mount, WFRPC Staff
Mary Beth Washnock, WFRPC Staff
Gina Watson, WFRPC Staff

Agenda Item I: Call to Order & Pledge of Allegiance

Chairman Abbott called the meeting to order and asked Councilwoman Cuchens to lead the pledge. The pledge of allegiance was recited.

Agenda Item II: Telephone Roll Call

Commissioner Cecelia Jones was in attendance via call-in.

Agenda Item III: Consent Agenda

- a. Approval of the February 2016 Meeting Minutes
- b. Approval of November and December 2015 Financial Statements

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

Agenda Item IV: Executive Committee Report

Chairman Abbott said the Executive Committee was briefed on the board's action items on the agenda. The committee also discussed the WFRPC membership and the current vacancies for governor appointees. He said the committee supports inviting local stakeholders such as Gulf Power and Navy Federal to fill those vacancies.

Agenda Item V: Washington County Staff Services Agreement

Chairman Abbott called on Ms. Daniel. Ms. Daniel said the current contract with Washington County ends April 27 and the county has expressed interest in renewing the agreement. She said after negotiations the county was agreeable to a 17-month contract in an amount not to exceed \$90,100 or \$5,300 per month. The Washington County office will be staffed three days per week with office hours of 9 a.m. - 3 p.m. The reduced office hours will help decrease the extra hours WFRPC staff spends commuting to Washington County from the Pensacola office.

Mr. Smith moved to authorize the WFRPC chairman to sign an agreement with Washington County to continue providing staff services through September 2017. The motion was seconded by Commissioner Boyles.

Chairman Abbott reiterated that this is a prime example of the type of competitive services that the WFRPC can offer its members. He and Mr. Smith highly complimented the staff.

The motion was unanimously approved.

Agenda Item VI: Washington County Debris Plan Review and Update

Ms. Daniel said Washington County has also requested assistance from the WFRPC with their debris plan. She said this contract will be in the amount of \$7,000 with a completion date of August 25, 2016. Staff will be responsible for reviewing and updating the debris plan and monitoring checklist. Other tasks include meeting with the county attorney to update the debris removal contract as well as existing monitoring contracts. Staff will also be receiving, reviewing and ranking bids for new contracts, and will make contractual recommendations to the Washington County Board of County Commissioners.

Commissioner Boyles moved to authorize the WFRPC chairman to sign an agreement with Washington County to review and update the county's debris plan. The motion was seconded by Mr. Smith and it was unanimously approved.

Agenda Item VII: Small Quantity Generators Renewal Contract with Okaloosa County

Ms. Daniel said the WFRPC has been administering this DEP program for five counties in the region. She said the work entails visiting sites with small amounts of hazardous waste and verifying that it is being contained, disposed of or recycled appropriately. Okaloosa County is requesting a contract renewal at this time. This will be a one-year contract running from October 1, 2016 to September 30, 2017 in the amount of \$13,500.

Mr. Smith moved to authorize the WFRPC chairman to sign an agreement entering into a Small Quantity Generator Hazardous Waste Generator Program renewal contract with Okaloosa County. The motion was seconded by Commissioner Boyles and it was unanimously approved.

Agenda Item VIII: USDA Rural Business Development Grant Application for Economic Development Action Plan

Ms. Daniel explained that this \$75,000 grant would require no match and would allow the WFRPC to assist five member rural municipalities in development of their Economic Development Action Plans. She said the twelve month project would include creating a steering committee to help develop the following: a needs assessment, asset mapping, strategy development, resource identification, and implementation assignments. She said the goal is to create a vital, useable plan for these towns, not a plan that will sit on a shelf. The communities the WFRPC wishes to assist include Ponce de Leon and Bonifay in Holmes County, Jay in Santa Rosa County, Freeport in Walton County and Vernon in Washington County. Ponce de Leon, Bonifay and Jay have all agreed to participate. Freeport and Vernon have it on their agendas to discuss.

Commissioner Boyles moved to authorize the WFRPC chairman to sign the resolution authorizing staff to apply for the USDA's Rural Business Development Economic Development Action Plan grant. The motion was seconded by Mr. Smith and it was unanimously approved.

Agenda Item IX: USDA Rural Business Development Grant Application for West Florida Business and Entrepreneurship Conference

Ms. Daniel said WFRPC staff would like to apply for an additional USDA grant that would allow them to conduct two Business and Entrepreneurship conferences; one in the east end of the region and the other on the west end. She said the conferences are intended to bring smart marketing, accounting and legal advice to new and future business owners in the rural parts of the region. This is a \$50,000 grant that requires no match.

Chairman Abbott asked when these conferences would occur. Ms. Daniel said staff anticipates the first to be held this fall and the second in early spring 2017.

Mr. Smith moved to authorize the WFRPC chairman to sign the resolution authorizing staff to apply for the USDA's Rural Business Development grant to hold two West Florida Business and Entrepreneurship conferences. The motion was seconded by Commissioner Boyles and it was unanimously approved.

Agenda Item X: Support for the Northwest Florida Clean Cities Coalition

Chairman Abbott called on Ms. Goodhart. Ms. Goodhart said the Department of Energy's Clean Cities Coalition provides \$45,000 annually to those entities that hold Clean Cities designation, and she, as the Northwest Florida Clean Cities Coalition Coordinator, is working towards this designation. Stakeholders are eligible for many benefits, including networking opportunities technical training, funding opportunities, and assistance with grant applications. Stakeholders are also publically recognized for their efforts in reducing petroleum consumption in their areas.

Commissioner Boyles moved to authorize the WFRPC chairman to sign Resolution 2016-02 supporting the Department of Energy's Clean Cities Program and the Northwest Florida Clean Cities Coalition application for designation. The motion was seconded by Councilwoman Johnson and it was unanimously approved.

Agenda Item XI: Update on Parking Strategies Technical Assistance Project for the City of Pensacola

Chairman Abbott called on Ms. Lavender. Ms. Lavender explained that the City of Pensacola took advantage of their membership on the WFRPC and approached staff to assist them in addressing their parking needs downtown. She provided a PowerPoint presentation and described the city's previous parking studies and the efforts involved in this study. She said regulatory conditions, the current parking supply, future planned development and future parking needs are all being evaluated. Stakeholder input is being sought and best practices from around the country are being reviewed. The WFRPC's GIS Coordinator has developed an interactive map that is accessible through the WFRPC website. The final report is expected to be completed in June 2016.

Chairman Abbott said this is a large project for the Council that can be of major impact to the economic development to the City of Pensacola. He thanked Ms. Lavender for the update.

Agenda Item XIII: Executive Director Briefing

Mr. Mount said there have been several new programs and contracts starting at the Council and he is feeling very positive about the staff and the work being produced.

A full month's analysis of the company car use has been completed. Use of the car has brought \$700 back to the Council as well as saved much staff time in going back and forth to pick up and return rental cars.

The staff retreat was held March 17-18. Day 1 focused on team building and Day 2 on partnerships. Staff will have follow-up meetings to further build on what was discussed. Chairman Abbott thanked Mr. Mount for the invitation to attend, although he was unable to be there.

Mr. Mount explained that Regional Planning Councils in Florida are structured to have up to seven governor appointees as part of their membership, and currently the WFRPC only has three. He said he would like to develop and submit a list to the governor's office to fill the four existing vacancies as well as contact the existing governor appointees to see if they would like to continue to serve. Mr. Smith is a governor appointee and is very active on the board. Chairman Abbott supported this action, stating that it is a way for the WFRPC to stay proactive in the community. He asked Mr. Mount for suggestions. Mr. Mount said staff would like to invite former Destin City Councilman Jim Wood to join and that he would like to look at area stakeholders such as Gulf Power, St. Joe Paper Company and the local universities.

Commissioner Boyles moved to authorize Executive Director Austin Mount to develop a list of seven individuals to invite to join the WFRPC as governor appointees. The motion was seconded by Mr. Smith.

Councilwoman Johnson asked if Mr. Joel Pate is a current governor-appointee. Mr. Mount said that he is and he will contact him to see if he wishes to continue to serve.

The motion was unanimously approved.

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