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MEETING NOTICE

EXECUTIVE COMMITTEE

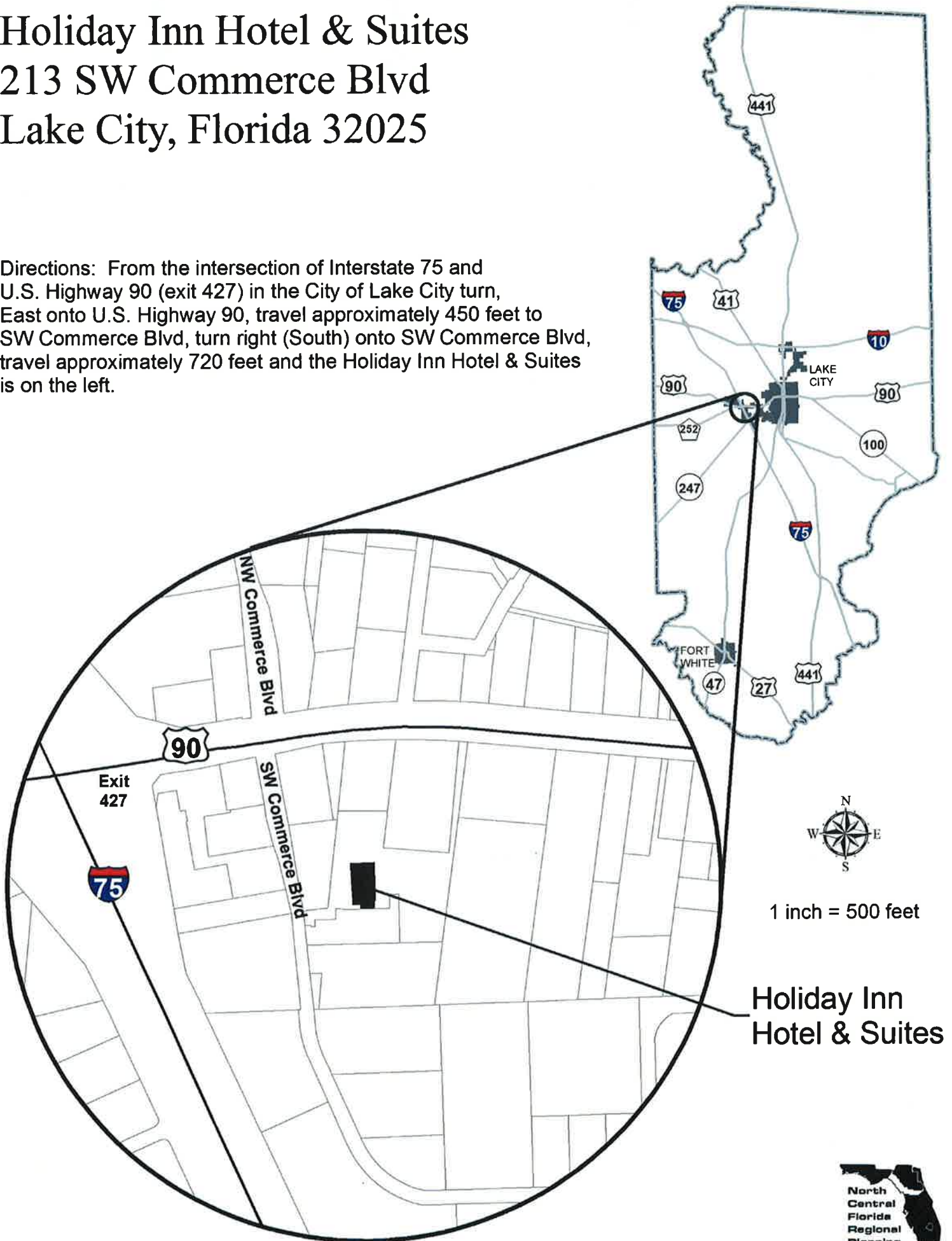
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **October 22, 2015**. The meeting will be held at the Holiday Inn Hotel & Suites, 213 Southwest Commerce Boulevard, Lake City, Florida at 6:00 p.m.

(Location Map on Back)

Holiday Inn Hotel & Suites

213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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AGENDA EXECUTIVE COMMITTEE

Holiday Inn Hotel & Suites
Lake City, Florida

October 22, 2015
6:00 p.m.

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V. OTHER BUSINESS - None	
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EXECUTIVE COMMITTEE
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 24, 2015
6:00 p.m.

MEMBERS PRESENT

Louie Davis, Member
Rick Davis, Vice-Chair
Daniel Riddick, Chair
Carolyn Spooner, Immediate Past Chair
Lorene Thomas, Secretary-Treasurer

STAFF PRESENT

Scott R. Koons

Chair Daniel Riddick called the meeting to order at 6:07 p.m.

I. APPROVAL OF MINUTES - August 27, 2015

Chair Riddick asked that the minutes for the August 27, 2015 Executive Committee meeting be approved as written.

ACTION: Commissioner Davis made the motion, with a second by Ms. Thomas to approve the minutes for August 27, 2015 as written. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

- A. U.S. Economic Development Administration Short-Term Planning and State Planning Grant Amendment

ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner to recommend that the Council authorize the Executive Director to request a six-month extension to the U.S. Economic Development Administration Short-Term Planning and State Planning Grant Agreement. The motion carried unanimously.

III. PROGRAM REPORT

- A. Transportation Disadvantaged Local Coordinating Board Appointments

ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner to recommend that the Council appoint Debbie Andrews as the alternate Florida Department of Children and Families Representative on the Dixie and Gilchrist County Disadvantaged Coordinating Boards; Pamela Hagley, as the voting Florida Agency for Health Care Administration Representative on the Bradford, Gilchrist, Levy, Madison and Union County Transportation Disadvantaged Coordinating Boards; and Daniel Taylor as the voting Public Education Representative on the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board. The motion carried unanimously.

IV. GENERAL ADMINISTRATION

A. Proclamation Declaring October 2015 as Community Planning Month

ACTION: Commissioner Davis made the motion, with a second by Ms. Thomas to recommend that the Council approve a proclamation declaring October 2015 as Community Planning Month. The motion carried unanimously.

B. Proclamation Declaring October 2, 2015 Local Works Day

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Davis to recommend that the Council approve a proclamation declaring October 2, 2015 as Local Works Day in north central Florida region sponsored by the Florida Local Government Coalition. The motion carried unanimously.

C. Engagement Letter for Fiscal Year 2014-15 Audit

ACTION: Ms. Thomas made the motion, with a second by Commissioner Spooner to recommend that the Chair execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2014-15 audit of the Council's accounts for a lump sum fee for this service of \$15,034, with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year. The motion carried unanimously.

D. Proposed Interlocal Agreement Amendment

Scott Koons, Executive Director, reviewed proposed amendments the Interlocal Agreement creating the Council.

E. Executive Director Annual Performance Evaluation

ACTION: Commissioner Davis made the motion, with a second by Ms. Thomas, to award the executive director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 5.0 on a 5.0 scale and to concur with the request by Mr. Koons to defer his merit pay increase for Fiscal Year 2016, along with the deferred Fiscal Year 2015 merit pay increase, to Fiscal Year 2017. The motion carried unanimously.

V. OTHER BUSINESS - None

The meeting adjourned at 6:33 p.m.

Daniel Riddick, Chair

9/24/15

Date

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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Agreement with the North Central Florida Regional Hazardous Materials Response Team for Pipeline Safety Technical Assistance Fiscal Year 2014-15

RECOMMENDATION:

Authorize the Chair to execute an agreement for Fiscal Year 2014-15 Pipeline Safety Technical Assistance agreement with the North Central Florida Regional Hazardous Materials Response Team for the fixed fee amount of \$30,000 for planning, training, public outreach and exercising components.

BACKGROUND:

The North Central Florida Regional Hazardous Materials Response Team was recently awarded a \$43,660 grant from the U.S. Department of Transportation to improve pipeline safety. Grant activities include planning, training, public outreach, and exercising components. The Team has requested that the planning activities be conducted under a \$30,000 fixed fee agreement with the Council.

Three tabletop exercises involving emergency response activities with the compressor stations located in Bradford County at Brooker, Gilchrist County at Bell, and Taylor County at Perry. Response to a potential future Sabal Trail incident will be included in the Gilchrist County exercise. Natural gas pipeline training props and a small trailer will be purchased with the remaining \$13,660 in grant funds. These items will be used in training classes with instructors being funded through existing hazmat training grants.

Press releases will be prepared and distributed to local media outlets, including a press release advising the public of measures being taken to enhance pipeline safety by emergency responders. Planning will include updating critical facility planning information currently contained in the National Pipeline Mapping System and proposing a methodology that could be used statewide.

If you have questions concerning this matter, please do not hesitate to contact me.

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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Transportation Disadvantaged Program -
 Community Transportation Coordinator Selection for
 Columbia Hamilton and Suwannee Counties

RECOMMENDATION:

Authorize the use of the non-competitive selection process to designate the Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area.

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area. Suwannee Valley Transit Authority's Memorandum of Agreement will expire June 30, 2016. According to Section 287.057(3) (e)12, Florida Statutes, the Council, serving as the Designated Official Planning Agency, may choose to recommend a governmental entity, such as the Suwannee Valley Transit Authority, as the Community Transportation Coordinator without using a competitive selection process.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Florida Transportation Disadvantaged Program -
 Community Transportation Coordinator Selections for
 Dixie, Gilchrist and Union Counties

RECOMMENDATION:

- **Authorize the use of competitive request for proposals processes to select Community Transportation Coordinators for Dixie, Gilchrist and Union Counties.**
- **Authorize the Executive Director to appoint a Selection Committee of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program.**
- **Authorize the Selection Committee to establish selection criteria, review proposals and make recommendations to the Council concerning the designation of the Community Transportation Coordinators for Dixie, Gilchrist and Union Counties.**

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Dixie, Gilchrist and Union Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies use a competitive request for proposals process to select Community Transportation Coordinators at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Dixie, Gilchrist and Union Counties. Suwannee River Economic Council Inc.'s Memorandums of Agreement will expire June 30, 2016. Therefore, the Council must use a competitive request for proposals process to select Community Transportation Coordinators for Dixie, Gilchrist and Union Counties.

A Selection Committee will be appointed by the Executive Director. The Selection Committee will be comprised of at least three Council employees who have experience and knowledge of Florida's Transportation Disadvantaged Program. The Selection Committee will establish selection criteria.

Council Members
October 15, 2015
Page 2

The Council will accept proposals from qualified agencies or firms for the award of a contracts to coordinate transportation services for the transportation disadvantaged in Dixie, Gilchrist and Union Counties. The selected contractor(s) will be the designated Community Transportation Coordinators under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

Each Selection Committee member will assign points to the technical and rate proposals. A numerical ranking will be established for all proposals sent to the Council. The proposals and rankings by the Selection Committee will be provided to the Dixie, Gilchrist and Union County Transportation Disadvantaged Boards for review. The Boards may provide non-binding comments concerning proposals to the Council.

The Council will review the recommendations of the Selection Committee and any comments provided by the Local Coordinating Boards and forward recommendations to the Florida Commission for the Transportation Disadvantaged including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designations.

If you have any questions concerning this matter, please do not hesitate to contact me.



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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Transportation Disadvantaged Local Coordinating Board Chair Appointment

RECOMMENDATION:

Appoint Commissioner Jason Bashaw Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

BACKGROUND:

According to Rule 41-2.012 of the Florida Administrative Code, the North Central Florida Regional Planning Council, serving as the Designated Official Planning Agency, is responsible for appointing the Chair of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board.

Chapter I. F. (1) of the Columbia, Hamilton and Suwannee Transportation Disadvantaged Coordinating Board Bylaws provides for the Board to annually recommend a local elected official to serve as Chair of the Board to the Council. At its August 12, 2015 meeting, the Board recommended the Council appoint Commissioner Jason Bashaw as Chair of the Board. Commissioner Bashaw is currently serving as the Local Elected Official representing Suwannee County on the Board. Commissioner Bucky Nash, representing Columbia County has served as Chair of the Board since June 2013.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Declaring October 2015 as Manufacturing Month

RECOMMENDATION:

Approve the attached proclamation declaring October 2015 as Manufacturing Month in the north central Florida region.

BACKGROUND:

The month of October 2015 has been designated to celebrate Manufacturing Month. Manufacturing Month is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Month by designating October 2015 as Manufacturing Month to recognize the impact manufacturing has on north central Florida region (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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PROCLAMATION

MANUFACTURING MONTH

WHEREAS, the goals of Manufacturing Month are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs;

WHEREAS, recognizing Manufacturing Month is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce;

WHEREAS, over 600 manufacturers provide jobs for over 16,000 citizens throughout the region and create products ranging from pulp and lumber products to fire rescue vehicles to orthopedic implant devices;

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community;

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production;

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2015 is hereby proclaimed as *Manufacturing Month* in the north central Florida region and that the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 22nd day of October 2015.

ATTEST:

SEAL

Lorene Thomas, Secretary-Treasurer

Daniel Riddick, Chair



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October 15, 2015

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proposed Interlocal Agreement Amendments

As you know, Senate Bill 1216 (Chapter 2015-30, Laws of Florida) enacted by the Legislature during the last legislative session eliminated the Withlacoochee Regional Planning Council and transferred Levy County and Marion County to the north central Florida region. The North Central Florida Regional Planning Council was created by an interlocal agreement pursuant to Section 163.01, Florida Statutes, as amended, entered into by counties and municipalities located in the north central Florida region.

In order to add Levy County and Marion County to the membership of the Council, the existing member local governments need to amend the interlocal agreement. At its September 24, 2015 meeting, the Council recommended proposed amendments to the interlocal agreement.

Staff has scheduled presentations concerning the proposed amendments to the interlocal agreement creating the Council with the current 24 member local governments during the months of October, November and December 2015. To date, four member local governments have approved the proposed amendments to the interlocal agreement.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 15, 2015

TO: Council Members

FROM: Daniel Riddick, Chair

SUBJECT: Executive Director Appointed to the Florida Department of Transportation
 Interstate 75 Relief Task Force

Our executive director, Scott Koons, has been appointed to the Florida Department of Transportation Interstate 75 Task Force. Please see attachment for complete list of Task Force members.

The work of the Task Force will support the overall Tampa Bay to Northeast Florida Future Corridor Study with initial emphasis west of Interstate 75 in Alachua, Citrus, Hernando, Levy, Marion and Sumter Counties.

Florida Department of Transportation Secretary Boxold said, "Florida is the third largest state in the nation with almost 100 million visitors each year. Interstate 75 is the primary gateway into Central Florida and Tampa Bay for visitors and commuters and one of the most travelled truck routes in the state, it's critical to examine options to increase mobility and safety in this region."

The work of this group will be modeled after the planning process established through the East Central Florida Corridor Task Force, which was created in 2013 to develop recommendations for future transportation corridors in Brevard, Orange and Osceola Counties.

Bill Killingsworth, Director of the Division of Community Development at the Florida Department of Economic Opportunity and Chair of the East Central Florida Corridor Task Force, said, "The prior task force demonstrated the value of long-range, large-scale planning for making decisions about future transportation corridors in the context of environmental stewardship, economic development, and land use decisions. We look forward to working with Florida Department of Transportation and the Interstate 75 Relief Task Force to apply the same principles in this study."

Attachment

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I-75 Relief Task Force Members

Florida Department of Transportation	Rich Biter, Assistant Secretary for Intermodal Systems Development (Chair)
Florida Department of Economic Opportunity	William B. Killingsworth, Director of Community Development (Vice-Chair)
Florida Department of Environmental Protection	Gary Clark, Deputy Secretary for Land and Recreation
North Central Florida Regional Planning Council	Scott Koons, Executive Director
Northeast Florida Regional Council	Brian Teeple, Executive Director
Tampa Bay Regional Planning Council	Avera Wynne, Planning Director
East Central Florida Regional Planning Council	Hugh Harling, Executive Director
Alachua County	The Honorable Charles Chestnut, County Commissioner
Citrus County	The Honorable Scott Adams, County Commissioner
Hernando County	The Honorable Nick Nicholson, County Commissioner
Levy County	The Honorable John Meeks, County Commissioner
Marion County	The Honorable Stan McClain, County Commissioner
Sumter County	The Honorable Don Hahnfeldt, County Commissioner
Environmental/Conservation	Charles Lee, Director of Advocacy, Audubon Florida
Environmental/Conservation	Janet Bowman, Director of Legislative Policy & Strategies, The Nature Conservancy
Growth Management/Land Use	Charles Pattison, Policy Director, 1000 Friends of Florida
Business/Economic Development	Rebecca Bays, Owner, Insurance Resources & Risk Management
Business/Economic Development	Kevin T. Sheilley, President & CEO, Ocala/Marion County Chamber and Economic Partnership
Private Landowner	Todd Powell, General Manager, Real Estate, Plum Creek Timber Company, Inc.
Education/Research	Jane Adams, Vice President for University Relations, University of Florida
Citizen	Mike Sizemore
Florida Transportation Plan Steering Committee	The Honorable Matt Surrency, Mayor, City of Hawthorne

