

Emerald Coast Regional Council

Meeting Minutes

GoToMeeting, 10:00 am

September 25, 2020



Members Present:

Karen "Kasey" Cuchens, Chairwoman
Commissioner Tray Hawkins, Washington County
Mayor Pamn Henderson, City of Callaway
Councilmember Charlotte McKamy, City of Mary Esther
Councilmember Sal Nodjomian, City of Niceville
JD Smith, Governor Appointed
Mayor JB Whitten, City of Crestview

Others Present:

Austin Mount, ECRC Staff
Dawn Schwartz, ECRC Staff
Renee Quick, ECRC Staff
Mary Beth Washnock, ECRC Staff
Mary Jo Gustave, ECRC Staff
Ada Clark, ECRC Staff
Caitlin Cerame, ECRC Staff
Tiffany Bates, ECRC Staff
Tammy Neal, ECRC Staff
Brittany Ellers, ECRC Staff
Rae Emary-McFee, ECRC Staff
Gary Kramer, ECRC Staff
Daryl Boudreaux, NWFLWMD

Members Not Present:

Mayor Tracy Andrews, City of Chipley
Commissioner Steven Barry, Escambia County
Councilmember Elizabeth Brannon, City of Freeport
Councilmember Roger Brooks, City of Bonifay
Commissioner Robert Carroll, Bay County
Commissioner Robert Cole, Santa Rosa County
Brett Cyphers, Executive Director NWFL Water Mgmt. District
Commissioner William T. Dozier, Bay County
Commissioner Danny Glidewell, Walton County
Shawn Hamilton District Director, FL Dept. of Environmental Protection
Councilmember Michael Jarman, Panama City Beach
Commissioner Carolyn Ketchell, Okaloosa County
Councilmember Robert McKnight, City of DeFuniak Springs
Councilmember Skip Overdier, City of Destin
Commissioner Sam Parker, Santa Rosa County
Olen Pettis, FDOT

Kurvin Qualls, Governor Appointee
Commissioner Billy Radar, City of Panama City
Councilmember George Robertson, Town of Ponce De Leon
Mayor Dick Rynearson, Vice-Chair, City of Fort Walton Beach
Commissioner Earl Stafford, Holmes County
Councilmember Andy Terhaar, City of Pensacola
Mayor Hayward Thomas, City of Paxton
Commissioner Doug Underhill, Escambia County
Commissioner Charles K. Windes, Jr., Okaloosa County

Call to Order

Chairwoman Cuchens called the meeting to order.

Call for Prayer and Pledge of Allegiance

The prayer was led by Commissioner Tray Hawkins and the Pledge of Allegiance was recited.

Roll Call and Recognition of Call-In Members

Chairwoman Cuchens welcomed those in attendance and asked all in attendance to introduce themselves. Introductions were made.

Action Item 1: Approval of the May 20, 2020 Meeting Minutes

Chairwoman Cuchens asked for action on the May 20, 2020 meeting minutes as written.

Mr. Smith moved to approve the May 20, 2020 meeting minutes as written. The motion was seconded by Mayor Whitten and was unanimously approved.

Action Item 2: Approval of April - June 2020 Financial Statements

Chairwoman Cuchens asked for approval of the April - June 2020 financial statements as included in the agenda.

Mayor Whitten moved to approve the April - June 2020 financial statements as presented. The motion was seconded by Councilman Nodjomian and was unanimously approved.

Action Item 3: Approval of Rural Transportation Plan and Letter of Support – Gary Kramer, ECRC Long Range Transportation Planner

Chairwoman Cuchens introduced Mr. Gary Kramer, Long Range Transportation Planner. Mr. Kramer stated that the Regional Rural Transportation Plan establishes a Needs Plan map to identify corridors and projects with a focus on transportation patterns between the rural areas and the Metropolitan Planning Areas for the three TPOs. Mr. Kramer added that the study area includes seven counties bordering the existing Metropolitan Planning Area (MPA) of the three TPOs, and works in coordination with Apalachee Regional Planning Council (ARPC) for three additional counties.

Mr. Mount added that several recommendations have come from this plan. He stated that one of the recommendations is a revision to the current three TPOs' boundaries. Mr. Mount stated this

recommendation will allow for a streamlined process and that this pilot program is in the early stages.

Mr. Kramer stated that implementing these recommendations will aid in developing a consistent planning approach for the region, address challenges, promote opportunities for the development of transportation systems, and promote the vitality of the region as a whole. Mr. Kramer stated the next steps for consideration would be a request for adoption by the ECRC with consideration from ARPC. It would then be forwarded to FDOT for Phase II.

Councilmember McKamy moved to approve Resolution ECRC 2020 – 05 Rural Transportation Plan and letter of support as presented. The motion was seconded by Mr. Smith and was unanimously approved.

Action Item 4: Presentation and Approval of ECRC COOP Revision – Mary Jo Gustave, ECRC Public Relations Manager

Chairwoman Cuchens asked Ms. Gustave, ECRC Public Relations Manager to present. Ms. Gustave stated the recently adopted Emergency Preparedness Plan and Continuity of Operation Plan (COOP) was sent to the Federal Highway Administration, (FHWA) for final approval. Upon review, staff received feedback from FHWA and as a result would like to add the following to page 3 of the document:

“Regional board, staffed by ECRC, follow and reference the ECRC procedure in appropriate board documents, with partners guidance.

Events or Meetings: Depending on the emergency, public meetings, and events, staffed by ECRC, will be cancelled, or postponed until it can be held safely. Should a situation arise during an event or meeting, staff will follow the appropriate protocols outlined in this document, based on the situation. This will be applied to any and all events or meetings of programs staffed by the ECRC.”

Mr. Smith moved to approve Resolution ECRC 2020-06 amending the Emerald Coast Regional Council's Emergency Preparedness Plan and Continuity of Operations Plan. The motion was seconded by Councilwoman McKamy and was unanimously approved.

Action Item 5: Approval of RideOn Agreement – Mary Jo Gustave, ECRC Public Relations Manager

Chairwoman Cuchens asked Ms. Gustave, ECRC Public Relations Manager to present. Ms. Gustave asked for approval and adoption of the Commuter Assistance Supplemental Public Transit Grant Agreement. Ms. Gustave explained that the Emerald Coast Regional Council (ECRC) has managed the Commuter Assistance program in Northwest Florida since 1976. This agenda item requests board approval of the Supplemental Public Transit Grant Agreement to continue funding the Commuter Assistance program known as RideOn, for Fiscal Year (FY) 2020-2021.

Councilman Nodjomian moved to approve Resolution ECRC 2020-07 authorizing the ECRC Chief Executive Officer to sign and execute a supplemental agreement on behalf of Emerald Coast Regional Council with the Florida Department of Transportation. The motion was seconded by Mayor Henderson and was unanimously approved.

Action Item 6: Approval of Washington County Comp Plan Update Agreement – Ada Clark, ECRC Community & Economic Development Manager

Chairwoman Cuchens ask Ms. Ada Clark, ECRC Community and Economic Development Manager to present. Ms. Clark stated that ECRC is providing technical assistance services to Washington County for a major rewrite of its Comprehensive Plan and an update to the Land Development Code. The Comprehensive Plan will be amended based on a 2030 planning horizon and will include modern planning principles to help the county achieve its smart growth and economic development goals. Ms. Clark stated this will require significant restructuring with incorporation of new land use techniques such as overlays and special districts. The Land Development Code will also be reformatted, and amendments will be reviewed and updated concurrently with applicable portions of the Comprehensive Plan.

Ms. Clark added that ECRC will be responsible for project management, public involvement, and mapping using ArcGIS to display and analyze geospatial data such as land use, transportation networks, etc. ECRC will partner with East Central Florida Regional Planning Council (ECFRPC) to complete additional tasks, including technical report writing and proposed amendments.

Councilwoman McKamy moved to approve and authorize ECRC Chief Executive Officer to coordinate and execute a technical assistance staff services agreement with Washington County for a Comprehensive Plan Rewrite and Land Development Code Update. The motion was seconded by Mayor Henderson and unanimously approved.

Action Item 7: Approval to Modify CEO Position from Senior Management to Regular Class within FRS – Austin Mount, ECRC Chief Executive Officer

Chairwoman Cuchens asked board members present for a delay taking action on Item 7 until the determination on Item 8 was made.

Action Item 8: Evaluation of Chief Executive Officer – Karen Cuchens, ECRC Chairwoman

Chairwoman Cuchens opened by discussing and reviewing the evaluations received from board members. The rankings all indicated that the Chief Executive Officer, Austin Mount, is meeting all expectations and exceeding them in many cases. It was unanimous that Mr. Mount is doing an excellent job and should be compensated accordingly.

Mr. Smith moved to contribute four percent (4%) of Mr. Mount's salary to Mr. Mount's retirement account. Mayor Whitten seconded the motion and was unanimously approved.

Councilman Nodjomian moved to approve Mr. Mount's move from Senior Management Class to Regular Class within the FRS. Councilwoman McKamy seconded the motion and was unanimously approved.

Adjournment

Due to not fulfilling quorum requirements, the meeting was adjourned at 12:12 p.m. A Special Emergency Meeting to address remaining Action Items, 9 and 10, was scheduled to convene September 30, 2020 @ 10:00 a.m.