West Florida Regional Planning Council
Board Meeting Agenda

Tropicana Club
400 E. Nelson Avenue
DeFuniak Springs, Fla.
Wednesday, June 20, 2018 | 11:30 a.m.

Call to Order, Prayer, Pledge of Allegiance - Kasey Cuchens, Chairwoman

Roll Call and Recognition of Call-in Members - Kasey Cuchens, Chairwoman

Consent Items
1. Approval of the February 13, 2018 Meeting Minutes
2. Approval of the November and December 2017 Financial Statements

Action Items
1. Bylaws - Austin Mount, WFRPC Executive Director
2. Resolution Recommending Tri-County Community Council, Inc. as the Community Transportation Coordinator for Holmes-Washington County Service Area - Howard Vanselow, WFRPC Planner

Information Items
1. Florida Greenways and Trails Foundation - W. Dale Allen, Executive Director
2. Quarterly Public Involvement Highlights - Brittany Ellers, Public Involvement Coordinator
3. Executive Director’s Report - Austin Mount, WFRPC Executive Director

The call-in number for those unable to attend is 800-747-5150, 7-digit Access code: 3327976.
The next meeting of the West Florida Regional Planning Council Board will tentatively take place September 2018.
SUBJECT: Meeting Minutes and WFRPC Financials

BACKGROUND: Included are meeting minutes from the February 13th WFRPC Board meeting as well as the financial statement and balance sheets for November and December 2017.

RECOMMENDED ACTION: Approval of the Meeting Minutes and Financial Statements. Please contact Austin Mount for additional information.
Meeting Minutes
660 Baldwin Avenue, DeFuniak Springs, Fla.
February 13, 2018

Members Present:
Councilmember Kasey Cuchens, City of Freeport (Chairwoman)
Councilmember George Robertson, Town of Ponce De Leon
J.D. Smith, Governor Appointee
Mayor Dick Rynearson, City of Fort Walton Beach (Vice-chairman)
Councilmember Jim Foreman, City of Destin
Virgie Bowen, Florida Department of Transportation, Chipley
Commissioner Cecilia Jones, Walton County
Mayor Pamn Henderson, City of Callaway
Commissioner Robert Carroll, Bay County
Kurvin Qualls, Governor Appointee
Commissioner Tray Hawkins, Washington County

Others Present:
Austin Mount, WFRPC Staff
Dawn Schwartz, WFRPC Staff
Mary Beth Washnock, WFRPC Staff
Jennifer Laurent, WFRPC Staff
Melissa Thompson, WFRPC Staff
Brittany Ellers, WFRPC Staff
Mary Louise Hester, Senator Bill Nelson Office

Members Not Present:
Mayor David Cadle, City of Crestview
Mayor Margo Anderson, City of Lynn Haven
Commissioner Jeff Bergosh, Escambia County
Commissioner Nathan Boyles, Okaloosa County
Councilmember Roger Brooks, City of Bonifay
Commissioner Robert Cole, Santa Rosa County
Brett Cyphers, Executive Director NWFL Water Mgmt. District
Mayor Matt Dannheisser, City of Gulf Breeze
Commissioner William T. Dozier, Bay County
Shawn Hamilton District Director, FL Dept. of Environmental Protection
Councilmember Mary Ellen Johnson, City of Milton
Councilmember Ron Kelley, City of DeFuniak Springs Commissioners
Mayor Lee Dell Kennedy, City of Chipley
Commissioner Lumon May, Escambia County
Councilmember Sherri Myers, City of Pensacola
Commissioner Sam Parker, Santa Rosa County
Commissioner Danny Powell, Holmes County
Commissioner Billy Radar, City of Panama City
Councilmember Hector Solis, City of Panama City Beach
Mayor Victor Starling, City of Vernon
Mayor Hayward Thomas, City of Paxton
Commissioner Charles K. Windes Jr., Okaloosa County
Call to Order/Pledge of Allegiance/Prayer
Chairwoman Cuchens called the meeting to order. The pledge of allegiance was recited, and prayer was held.

Roll Call and Recognition of Call-In Members
Chairwoman Cuchens stated to please announce yourself if your calling-in.

There were no call-ins.

Agenda Item 1: Approval of the December 18, 2017 Meeting Minutes
Chairwoman Cuchens asked for action on the December meeting minutes.

Mr. Qualls moved to approve the December meeting minutes as written, second by Mr. Smith, motion passed unanimously.

Agenda Item 2: Approval of the October 2017 Financial Statements
Chairwoman Cuchens asked for action on the financial statements presented in the agenda.

Mr. Qualls moved to approve the October 2017 financial statements as presented, second by Mr. Smith, motion passed unanimously.

Chairwoman Cuchens called on Ms. Laurent. Ms. Laurent explained the program, which uses these dollars locally for the training, analysis and exercises for our first responders. The program allows an option to renew each year. The program has increased in funding from $55,000 last year, to $59,976 for the FY17-18.

Mr. Smith moved to approve the PHMSA and HMEP as presented, second by Mr. Qualls, motion passed unanimously.

Agenda Item 4: The Community Redevelopment Agency Agreement between The City of Pensacola and the West Florida Regional Planning Council
Chairwoman Cuchens called on Ms. Laurent. Ms. Laurent discussed the creative project between the city of Pensacola and WFRPC, which was built from the ground up and is based on the State Housing Initiatives Partnership (SHIP) program, in which the same guidelines will apply. The city of Pensacola has been able to dedicate local Community Redevelopment Agency (CRA) dollars and will provide 9% of the project amount in administration funding, which will be administered by the WFRPC, as a result of this contract.

Mr. Mount recognized Ms. Laurent’s efforts to get this project and indicated due to a time issue, the city requested the contract be executed prior to the WFRPC board meeting. Chairwoman Cuchens indicated she had signed the contract after both Mr. Mount and the Council attorney gave their approval of the contract language. Chairwoman Cuchens asked for approval of the contract.

Councilman Robertson moved to approve the Community Redevelopment Agency Agreement between the city of Pensacola and the WFRPC, second by Mayor Rynearson, motion passed unanimously.

Agenda Item 5: Agreement for Replacement Housing Strategy Sponsor- Florida State Housing initiative Partnership (SHIP)
Ms. Laurent discussed the long standing, good relationship between Walton County and Habitat for Humanity, pertaining to the SHIP Program. This agreement is essentially with Walton County and Habitat for Humanity, but as a courtesy and acknowledgement of WFRPC’s role, they seek the blessing of the WFRPC to enter into that agreement. The SHIP Program allows leveraging of dollars to Habitat, for houses to be built and connect with other housing programs in the county, allowing the dollars to go further.
Commissioner Jones moved to approve the Agreement for Replacement Housing Strategy Sponsor- SHIP Partnership, Mr. Qualls second, motion passed unanimously.

**Agenda Item 6: Agreement for Professional Staff Services by and between the WFRPC and Okaloosa County, Florida for the Okaloosa Transit Cooperative**

Chairwoman Cuchens called on Ms. Washnock. Ms. Washnock noted that this agreement had been an arrangement since October 2015, and a SWOT analysis which was performed, showed our strengths in staffing, and continuing this agreement for staffing needs for the Co-op of Okaloosa County. The other entities involved, and a part of this agreement include; Destin, Cinco Bayou, Ft. Walton Beach, Crestview and Niceville. Approval for extending this contract is to come together and benefit for public transportation.

Councilman Foreman asked if he could make some comments. He noted that the county struggled to coordinate and use transit funding and the WFRPC has changed the direction of the program. WFRPC has helped county staff with meetings, helped the contractor and wished to extend his highest regard to the WFRPC staff and effectiveness of the program. Mayor Dick Rynearson said that he wanted to echo Jim Foreman’s comments.

Councilman Foreman moved to approve Agreement for Professional Staff Services by and between WFRPC and Okaloosa County, Fla., Councilman Robertson second, motion passed unanimously.

**Agenda Item 7: Revised West Florida Regional Planning Council Bylaws**

Mr. Mount discussed the proposed revision of the WFRPC Bylaws. After discussion, the Board discussed to table the bylaw adoption pending the addition of: quarterly meetings, executive director hiring process, city and county alternates.

Commissioner Carroll made a motion to table the bylaw adoption until next quarterly meeting, Mr. Qualls second, motion passed unanimously.

Chairwoman Cuchens asked if the spending limit of $10,000 needed to be addressed prior to the next quarterly meeting.

Commissioner Hawkins moved to increase the executive director’s spending authority for a single item and contracts from $10,000 to $150,000 until bylaws are approved, Mr. Qualls second, passed unanimously.

**Informative Item 8: Florida-Alabama Pedestrian and Bicycle Master Plan Update**

Ms. Ellers, WFRPC Public Involvement Coordinator shared the Florida-Alabama Pedestrian and Bicycle Plan Update.

**Informative Item 9: Monthly Highlights**

Mr. Mount provided a brief highlight of the work WFRPC conducted over recent months.

**Adjournment**

Mr. Qualls made a motion to adjourn the meeting and Commissioner Hawkins second, meeting adjourned at 1:06 p.m.
# WEST FL RPC
## Balance Sheet
### As of 11/30/2017

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<tr>
<th>Current Year</th>
<th></th>
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<tbody>
<tr>
<td><strong>Assets</strong></td>
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<td>Current Assets</td>
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<td>Operating Reserves</td>
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<td>Long-term Assets</td>
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<tr>
<td>Property &amp; Equipment</td>
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<tr>
<td>Total Long-term Assets</td>
<td>881,719.82</td>
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<tr>
<td>Total Assets</td>
<td>3,283,160.46</td>
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| **Liabilities**      |                  |
| Short-term Liabilities |                |
| Accounts Payable      | 73,989.15        |
| Walton/Okaloosa/Santa Rosa RUA Payable | 666,156.85 |
| Deferred Revenue      | 279,770.62       |
| Total Short-term Liabilities | 1,019,916.62 |
| Total Liabilities     | 1,019,916.62     |

| **Net Assets**       |                  |
| Net Assets           |                  |
| Unrestricted         | 2,212,402.83     |
| Total Net Assets     | 2,212,402.83     |
| Current YTD Net Income | 50,841.01       |
| Total Net Assets     | 2,263,243.84     |
| Total Liabilities and Net Assets | 3,283,160.46 |

Date: 6/9/18 03:57:14 PM
West FL RPC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 11/1/2017 Through 11/30/2017

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<tr>
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<th>Current Period Actual</th>
<th>YTD Actual</th>
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<td><strong>Total COUNCIL EXPENSES</strong></td>
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<td><strong>484.31</strong></td>
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**NET INCOME**

(31,365.19)  50,841.01
## Current Year

### Assets

**Current Assets**
- Operating Cash: $304,545.56
- Operating Reserves: $348,353.35
- Accounts Receivable: $1,681,510.16
- Prepaid Expenses: $17,759.01

**Total Current Assets**: $2,352,168.08

**Long-term Assets**
- Property & Equipment: $881,719.82

**Total Long-term Assets**: $881,719.82

**Total Assets**: $3,233,887.90

### Liabilities

**Short-term Liabilities**
- Accounts Payable: $20,265.41
- Walton/Okaloosa/Santa Rosa RUA Payable: $663,338.91
- Deferred Revenue: $286,553.42

**Total Short-term Liabilities**: $970,157.74

**Total Liabilities**: $970,157.74

### Net Assets

**Net Assets**
- Unrestricted: $2,212,402.83

**Total Net Assets**: $2,212,402.83

**Current YTD Net Income**: $51,327.33

**Total Net Assets**: $2,263,730.16

**Total Liabilities and Net Assets**: $3,233,887.90
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<tr>
<th></th>
<th>Current Period Actual</th>
<th>YTD Actual</th>
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<td><strong>PROJECT REVENUES</strong></td>
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<td>Project Revenues</td>
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<td><strong>NET INCOME</strong></td>
<td><strong>486.32</strong></td>
<td><strong>51,327.33</strong></td>
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SUBJECT: Bylaws

BACKGROUND: Over the past several months, WFRPC staff has worked diligently to update the organizational bylaws. At the February 13th WFRPC Board meeting, the Board reviewed the first draft of revisions and subsequently asked to have the following sections added to the bylaws: Quarterly meetings, Alternates for cities and counties, and the hiring process of the Executive Director. The requested additions have been added and reviewed by the WFRPC attorney with no comments.

Also during this time frame the managers of the WFPRC conducted a strategic plan of the WFPRC to determine the vision, direction, and strategies of the organization. Outcomes of the strategy include a new name, revised mission, new vision, defined goals/outcomes/strategies and actions. The results of the strategic plan are reflected in these bylaws in areas such as a new organization name “Emerald Coast Regional Council” to be more defining in the region’s national significance and role of the organization. The senior leadership positions of the WFRPC also received minor title revisions.

RECOMMENDED ACTION: Approval of Revised Bylaws. Please contact Austin Mount for additional information.
Bylaws
of the
WEST FLORIDA REGIONAL PLANNING COUNCIL

1.1 – NAME. The official name of the agency shall be the West Florida Regional Planning Council, reorganized as of January 1, 1987, under Chapter 186, Florida Statutes, doing business as (DBA) Emerald Coast Regional Council.

1.2 – PURPOSE. The Council shall function as the official regional planning council as defined in Chapter 186 of the Florida Statutes, and as the regional planning agency as defined in Chapters 163 and 380, Florida Statutes. The Council shall exercise the powers, duties, and function for conducting planning, review and assistance responsibilities, activities and functions enumerated by the legislature and declarations of Chapters 186 and 380 of the Florida Statutes, and other applicable federal, state and local laws.

1.3 – COUNCIL MEMBERSHIP AND APPOINTMENTS, TERM OF OFFICE, VACANCIES.

The number of representatives on the Board from Counties shall be determined by population with those Counties with less than 150,000 in population having one representative and those Counties with equal to or greater than 150,000 in population having two representatives.

(1) Membership and Appointments

(a) Escambia, Okaloosa, Santa Rosa and Bay Counties shall each have two voting representatives on the Board appointed by their respective Board of County Commissioners. The voting representatives shall be elected officials selected from the individual counties.

(b) Walton, Washington and Holmes Counties shall each have one voting representative on the Board appointed by its respective Board of County Commissioners. The voting representatives shall be elected officials selected from the individual counties.

(c) Two-thirds of the representatives serving as voting members on the Board shall be elected officials appointed by the cities and counties. The Governor appoints the remaining one-third of the voting members on the Board.

(d) Any municipality within the jurisdictional boundary of the Council, may be admitted, by receipt of payment, to membership on the Council. Each city government so admitted to membership shall have one voting representative (Board member) to serve on the WFRPC Board appointed by their city council.

(2) Term of Office. Board members shall serve at the pleasure of the appointing authority.
(3) **Vacancies.** Any vacancy shall be filled for the unexpired term in the same manner as the initial appointment.

(4) **Alternates.** All member Cities and Counties that have appointed an individual to serve on the Board, may also elect to appoint an Alternate to serve in the event of the Board members absence. Alternates shall be an elected official of the appointing jurisdiction. Alternates shall be a non-voting member and shall not count towards a quorum.

(5) **Absences.** It shall be the responsibility of the Board member to inform the Council of any foreseen absences and schedule conflicts in relation to scheduled Board meetings. It shall also be the responsibility of the Board member to ensure their Alternate receives notification of any foreseen absence, to encourage attendance.

1.4 **BOARD OF DIRECTORS.**

(1) There shall be a Board of Directors composed of all voting representatives who have been appointed by member local governments and the governor. The Board shall meet quarterly unless there is no business to be conducted and the President cancels the meeting. Special meetings of the Board may be called for any appropriate purpose by the President of the Board when a meeting is necessary to conduct business, or when he/she is requested to do so by at least five Board members. Notice of all Board meetings shall be sent to each member at least 7 days prior to the meeting. The notice shall state the time and place of the meeting and the business to be transacted. Business transacted at a special meeting shall be confined to the subject stated in the notice. All meetings of the Board shall be open to the public as required by the Florida Sunshine Law, Chapter 286, Florida Statutes.

(2) A quorum at any meeting shall consist of not less than five members including one or both of the President or Vice President, and other Board members. When a quorum has been determined to be present, a majority of those present and voting may act in all matters presented at the meeting. Proxy voting is prohibited. Voting shall be by voice, but a member may have his or her vote recorded in the minutes if the member so desires. The Council shall keep minutes of its proceedings and shall keep records of its official actions, all of which shall be filed in the office of the Council and shall be public record.

1.5 **OFFICES, DUTIES, TERM OF OFFICE.** The officers of the Board shall be the
President and Vice President. The duties and responsibilities usually assigned to a Secretary-Treasurer will be assigned to the Council’s Chief Executive Officer. The President and Vice President will be elected annually by the Board at the September meeting. The duties of the President and Vice President shall be as follows:

(1) The President shall preside at meetings of the Board. He/She shall sign, as authorized by the Board, any contracts or other instruments exceeding $150,000 which the Board deems to be in its best interest. He/She shall perform such other duties of the office as may be prescribed by the Board.

(2) The Vice President shall assist the President in the performance of his/her duties, and either in the absence of the President or in the event of the President’s inability or refusal to act, shall perform the duties of the President.

(3) The election of the Executive Committee is outlined in section 1.9 of these rules.

The term of office shall be for 1 year beginning October 1 or until re-elected or until a successor is selected. New officers shall assume the duties of office on October 1 after adjournment of the meeting at which they are elected. Vacancies in the office shall be filled by majority vote of a quorum of the Board for the remainder of the unexpired term.

1.6 – CHIEF EXECUTIVE OFFICER. The Board shall be responsible for hiring the Chief Executive Officer of the Council. The Chief Executive Officer shall be a permanent full-time exempt employee of the organization, and entitled to any and all benefits offered by the council. Supplemental employment contracts or agreements specifying additional terms, conditions, compensation and benefits may be entered into, upon agreement of both parties, at any time during the duration of employment. In the event of a vacancy, a committee of the Board consisting of: the President, Vice-President, immediate past President, and a volunteer member of the Board shall be responsible for soliciting, interviewing, and negotiating terms of employment for a prospective applicant, subject to Board approval.

It shall be the responsibility of the President, and any additional assigned Board members as determined by the President, to conduct an annual performance evaluation of the Chief Executive Officer. Annual performance evaluations are to be completed during the months of August/September in coordination with the annual evaluation cycle of the Council staff. Evaluations and corresponding compensation increases shall be recommended by the President to the Board for approval.

1.7 – POWERS.
Within the limits of its sources of revenue, the Council has the following powers per Chapter 186, Florida Statutes (and any amended or successor provisions):

(1) To adopt rules of procedure for the regulation of its affairs and the conduct of its business and to elect from among its members a chair to serve annually; however, such chair may be subject to reelection.

(2) To adopt an official name and seal.

(3) To maintain an office at such place or places within the comprehensive planning district as it may designate.

(4) To employ and to compensate such personnel, consultants, and technical and professional assistants as it deems necessary to exercise the powers and perform its duties.

(5) To make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers.

(6) To hold public hearings and sponsor public forums in any part of the regional area whenever the Council deems it necessary or useful in the execution of its other functions.

(7) To sue and be sued in its own name.

(8) To accept and receive, in furtherance of its functions, funds, grants, and services from the Federal Government or its agencies; from departments, agencies, and instrumentalities of state, municipal, or local government; or from private or civic sources. The Council shall render an accounting of the receipt and disbursement of all funds received by it, pursuant to the federal Older Americans Act, to the Legislature no later than March 1 of each year.

(9) To receive and expend such sums of money as shall be from time to time appropriated for its use by any county or municipality, when approved by the Council, and to act as an agency to receive and expend federal funds for planning.

(10) To act in an advisory capacity to the constituent local governments in regional, metropolitan, county, and municipal planning matters.

(11) To cooperate, in the exercise of its planning functions, with federal and state agencies in planning for emergency management under s. 252.34, Florida Statutes (and any amended or successor provision).

(12) To fix and collect membership dues, rents, or fees when appropriate.

(13) To acquire, own, hold in custody, operate, maintain, lease, or sell real or personal property.

(14) To dispose of any property acquired through the execution of an interlocal agreement under s. 163.01, Florida Statutes (and any amended or successor provision).

(15) To accept gifts, grants, assistance, funds, or bequests.

(16) To conduct studies of the resources of the region.

(17) To participate with other governmental agencies, educational institutions, and private organizations in the coordination or conduct of its activities.

(18) To select and appoint such advisory bodies as the Council may find appropriate for the conduct of its activities.

(19) To enter into contracts to provide, at cost, such services related to its responsibilities as may be requested by local governments within the region and which the Council finds feasible to perform.

(20) To provide technical assistance to local governments on growth management matters.

(21) To perform a coordinating function among other regional entities relating to preparation and assurance of regular review of the strategic regional policy plan, with the entities to be coordinated determined by the topics addressed in the strategic regional policy plan.

(22) To establish and conduct a cross-acceptance negotiation process with local governments intended to resolve inconsistencies between applicable local and regional plans, with participation by local governments being voluntary.

(23) To coordinate land development and transportation policies in a manner that fosters
regionwide transportation systems.

(24) To review plans of independent transportation authorities and metropolitan planning organizations to identify inconsistencies between those agencies’ plans and applicable local government plans.

(25) To use personnel, consultants, or technical or professional assistants of the Council to help local governments conduct economic development activities within the geographic area covered by the Council.

(26) To provide consulting services to a private developer or landowner for a project, if not serving in a review capacity in the future, except that statutorily mandated services may be provided by the regional planning council regardless of its review role.

1.8 – BUDGET AND FINANCE.

(1) **Budget.** The Council staff shall prepare and submit to the Board for approval, an annual Budget at the September meeting.

(2) **Memberships.**

(a) **Fee.** The Board shall establish an annual membership fee or assessment on or prior to the September meeting. The membership fee or assessment to participating governmental units shall be a base fee plus a per capita calculation.

(b) **Request.** Annual fees or assessments to members shall be submitted to local governments no later than the last day of December for the upcoming fiscal year.

(c) **Payment.** Customized payment plans by local governments are allowed with approval by the Board. A local government that does not remit the assessed amount by December 1 for a current fiscal year, shall lose all voting privileges and no longer be a member.

(3) **Financial Statements.** Monthly financial statements accounting for all Council funds shall be made to the Board at regularly held Board meetings.

(4) **Depositories.** The Council shall deposit all funds in local depositories in federally-insured accounts, to the extent practicable. Designation of such depositories shall be the responsibility of the Chief Executive Officer of the Council. The Council may maintain checking and savings accounts, and both shall be in the name of the Council. Monies in excess of what would be required to fund the Council’s operations for 1 month may be deposited in a savings, money market, CD or other investing account.

(5) **Required Signatures.** All checks or withdrawals of funds deposited in the Council’s accounts shall require two signatures. Those authorized to sign checks or withdraw funds shall be the Chief Executive Officer, the Chief Financial Officer, the Chief Operations Officer, and any
designee as assigned by the CEO.

(6) **Fidelity Bonds.** A Fidelity Bond shall be obtained to cover the positions of the Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Department Managers, and finance staff. The amount of bond shall not be less than $100,000.00.

(7) **Credit Cards.** Credit cards in the Council’s name may be established and maintained by the Chief Executive Officer and any designee as assigned. Monthly statements (a) must be reviewed by both the Chief Executive Officer and Chief Financial Officer for any and all credit cards in the Council’s name and (b) will be paid with Council funds only to the extent approved by both.

(8) **Mail.** The Council shall have a post office box, and only the Chief Executive Officer and his/her designees shall have a key to the box.

(9) **Deposits.** The Chief Financial Officer or their designee shall be responsible for the preparation of deposits of Council funds. Deposits shall not be made by any person other than the Chief Executive Officer, Chief Financial Officer or their designee.

(10) **Receipts.** Receipts shall be issued for all funds received by the Council. A record of all receipts shall be kept by the Chief Executive Officer or his/her designee.

(11) **Contracts, Expenditures and Purchasing of Equipment and Supplies.**

(a) The purchasing of equipment and supplies for the Council shall be the responsibility of the Chief Executive Officer. The Council shall adopt a procurement policy for the purchase of goods and services. Contracts, expenditures and items for purchase in excess of $150,000.00 shall be approved by the Board.

(b) Upon receipt of equipment or supplies, the individual who accepts the order shall sign for it. Before payment is made, the Chief Executive Officer, or Chief Financial officer, or their designee shall sign the bill.

(12) **Accounting.** It shall be the responsibility of the Chief Financial Officer to maintain a double-entry set of books for the Council. An annual audit shall be conducted by a firm employed by the Council.

1.9 **COMMITTEES.** An Executive Committee is created for the purpose of reviewing issues of
importance and making recommendations for Council consideration.

The Executive Committee shall have five members: The President, Vice President, the immediate past President, one Board member representing a member County or a member City and a Governor appointee. The Executive Committee member representing a member County or a member City will be elected by the Board at its September meeting, after the election of the President and Vice President, and should be from local governments other than the governmental bodies represented by the President, Vice President, the immediate past President and the Governor appointee. A Governor appointee serving from the Florida School Board Association may serve as the Governor appointee on this committee. Changes in Executive Committee composition shall take effect on October 1 of each year, coinciding with the election of officers.

The Executive Committee will meet as necessary. The President may schedule special Executive Committee meetings for any appropriate purpose. A quorum shall be three (3) Committee members, including the President or Vice President.

1.10 – PROCEDURE. Unless otherwise provided herein, meetings will be conducted in accordance with Roberts’ Rules of Order Newly Revised in Brief.

1.11 – DISCLOSURE. All voting members of the Board shall comply with the provisions of Chapter 112, Part III, Florida Statutes, relating to Code of Ethics for Public Officers and Employees, and any amended or successor provisions.

1.12 – AMENDMENTS. These rules may be amended by a majority vote of the Board provided the notice of proposed changes shall contain a full statement of the proposed amendments. The proposed amendments shall be placed on the next regularly scheduled meeting following the notice. Proposed amendments shall be sent to all Board members at least 7 days prior to the meeting at which a vote shall be held.

1.13 – WITHDRAWAL OR DISSOLUTION.

(1) Any city or town may withdraw its membership by resolution duly adopted by its governing body and upon written notice of withdrawal to the President of the Board. Contractual obligations of the withdrawing member shall continue until such obligation has been satisfactorily performed. All property, real or personal, of the Council on the effective date of withdrawal shall remain the property of the Council and the withdrawing member unit shall have no right thereto.
(2) In the event there is a complete dissolution of the Council, which would involve the disposition of the property of the Council, such property shall be liquidated and, after all debts are paid in full, each unit of local government who was a member of the Council continuously within the preceding 5 years shall be entitled to a share of the proceeds proportionate to its contribution during those 5 years.

1.14 – INFORMATION INQUIRIES.

The principal offices of the Emerald Coast Regional Council will be 36474A suite 1201, Emerald Coast Parkway, Destin Florida 32541 and 4081 East Olive Road, Suite A, Pensacola, Florida 32514. The office hours shall be set by the Chief Executive Officer. All official forms, publications, and documents of the Emerald Coast Regional Council are available for public inspection at the Council’s principal office during regular business hours. Persons wishing photocopies may receive same at the prevailing cost per sheet.
SUBJECT: Resolution Supporting Tri-County Community Council, Inc as the Community Transportation Coordinator

BACKGROUND: West Florida Regional Planning Council is the designated official planning agency for the Holmes-Washington Transportation Disadvantaged service area. According to Chapter 427.015 (2) F. S., the designated official planning agency is the organization that “shall recommend to the commission a single community transportation coordinator”. Tri County Community Council, Inc was designated by the Florida Commission for Transportation Disadvantaged (CTD) as the Community Transportation Coordinator (CTC) for Holmes and Washington Counties effective July 1, 2013, with the contract ending June 30, 2018. WFRPC staff conducted a Request for Qualification to solicit a CTC for the Holmes-Washington service area effective July 1, 2018. Only Tri-County Community Council, Inc (TCCC) responded to the RFQ. TCCC has meet all the qualifications of the RFQ and has the experience and qualification to continue performing as the CTC.

The Holmes Washington Transportation Disadvantaged Coordinating Board is the advisory board that is composed of representatives who provide assistance to the CTC relative to the coordination of transportation disadvantaged services. The recommendation that Tri County Community Council remain as the CTC for the Holmes Washington Service area was approved at the Transportation Disadvantaged Coordinating Board on February 13, 2018.

ATTACHED:
- Resolution 2018-03

RECOMMENDED ACTION: Approval of Resolution WFRPC 2018-03. Please contact Austin Mount for additional information.
RESOLUTION WFRPC 2018-3

A RESOLUTION OF THE WEST FLORIDA REGIONAL PLANNING COUNCIL RECOMMENDING TRI-COUNTY COMMUNITY COUNCIL, INC THE COMMUNITY TRANSPORTATION COORDINATOR FOR HOLMES-WASHINGTON COUNTY SERVICE AREA

WHEREAS, the West Florida Regional Planning Council, which is organized and exists under and by virtue of the provisions of Section 163.01, Florida Statutes, has the power to make and enter into all contracts and agreements necessary or incidental to the performance of its duties and the execution of its powers under Section 163.01, Florida Statutes; and

WHEREAS, according to Section 427.015 (2), F.S., the Designated Official Planning Agency (DOPA) is the organization that “shall recommend to the commission a single community transportation coordinator”; and

WHEREAS, the Holmes-Washington County Transportation Disadvantaged Coordinating Board is the advisory board that is composed of representatives who provide assistance to the Community Transportation Coordinator relative to the coordination of transportation disadvantaged services; and

WHEREAS, the Holmes-Washington County Transportation Disadvantaged Coordinating Board recommended that Tri-County Community Council, Inc remains the Community Transportation Coordinator for Holmes-Washington County on February 13, 2018; and

WHEREAS, the current Community Transportation Coordinator (CTC), Tri Community Council, Inc., was the sole respondent to the Request for Qualifications; and

WHEREAS, Tri County Community Council, Inc. has the qualifications and experience to continue the role of the Community Transportation Coordinator for the Holmes-Washington County service area; and

WHEREAS, the West Florida Regional Planning Council as the serves as the DOPA for Holmes-Washington County Service Area; and

NOW, THEREFORE, BE IT RESOLVED BY THE WEST FLORIDA REGIONAL PLANNING COUNCIL THAT:

Tri-County Community Council, Inc be recommended to the Florida Commission for the Transportation Disadvantaged to continue to serve as the single designated Community Transportation Coordinator (CTC) for Holmes-Washington County for a five-year period effective July 1, 2018

WEST FLORIDA REGIONAL PLANNING COUNCIL

Duly passed and adopted by the West Florida Regional Planning Council on this 20th day of June 2018.

BY: ______________________________________
   Kasey Cuchens, Chair

ATTEST: ____________________________________
   Austin Mount, Executive Director