Members Present:
Kasey Cuchens, Governor Appointee (Chair)
Mayor Dick Ryneearson, City of Fort Walton Beach (Vice-Chair)
Commissioner Robert Carroll, Bay County
Mayor Pamn Henderson, City of Callaway
Commissioner Tray Hawkins, Washington County
Council Member Skip Overdier, City of Destin
Council Member Charlotte McKamy, City of Mary Esther
Commissioner Cecilia Jones, Walton County
JD Smith, Governor Appointee
Jim Foreman, Governor Appointee
Kurvin Qualls, Governor Appointee

Others Present:
Austin Mount, WFRPC Staff
Dawn Schwartz, WFRPC Staff
Renee Quick, WFRPC Staff
Annie Walthall, WFRPC Staff
Tammy Neal, WFRPC Staff
Mary Louise Hester, Senator Bill Nelson’s Office
Maria Showalter, Florida Department of Transportation, Chipley
Lauren Davenport, Florida Department of Transportation, Chipley
Gregg Storey, Saltmarsh, Cleaveland and Gund
Dan Lister, Saltmarsh, Cleaveland and Gund

Members Not Present:
Mayor David Cadle, City of Crestview
Mayor Margo Anderson, City of Lynn Haven
Commissioner Jeff Bergosh, Escambia County
Council Member 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
Council Member Mary Ellen Johnson, City of Milton
Mayor Lee Dell Kennedy, City of Chipley
Commissioner Carolyn Ketchell, Okaloosa County
Commissioner Lumon May, Escambia County
Council Member Sherri Myers, City of Pensacola
Commissioner Sam Parker, Santa Rosa County
Olen Pettis, Florida Department of Transportation
Commissioner Danny Powell, Holmes County
Council Member George Robertson, Town of Ponce De Leon
Commissioner Billy Radar, City of Panama City
Council Member Hector Solis, City of Panama City Beach
Mayor Victor Starling, City of Vernon
Call to Order/Prayer
A prayer was led by Mr. Qualls.

Call to Order/Pledge of Allegiance
Chair Cuchens called the meeting to order, and the Pledge of Allegiance was recited.

Roll Call and Recognition of Call-In Members
Chair Cuchens asked everyone in attendance to introduce themselves.

There were no call-ins.

Information Item 1: Celebrate the Wins - Austin Mount, WFRPC Executive Director
Mr. Mount showcased the Fifth Annual Emerald Coast Transportation Symposium, to be held in Navarre Beach on November 1 and 2, 2018. Annie Walthall, WFRPC Public Involvement Staff, presented a video to highlight the many accomplishments of WFRPC during the past few months. WFRPC also received two supportive letters, one from Senator Bill Nelson and one from Governor Rick Scott.

Information Item 2: TPO Actions Report – Austin Mount, WFRPC Executive Director
Chair Cuchens stated the TPO Actions Report will be added into future agendas just to help keep the WFRPC board members up to date with the work of TPO’s. Mr. Mount presented the report for board members. He explained the Project Priorities process, and how these projects are incorporated into the FDOT Work Program. Mr. Mount stated the FL-AL TPO had a very large win recently with the moving forward of a stagnant project: An Intelligent Transportation System that would get traffic signals linked into the cyber world. This system will coordinate traffic signals, collect data and advance that system forward. The project has been in the works for many years, WFRPC and FDOT worked together to move project forward and also build a traffic management center.

Action Item 3: Approval of the June 20, 2018 Meeting Minutes
Chair Cuchens asked for action on the February meeting minutes.

Councilwoman Charlotte McKamy moved to approve the June 20, 2018 meeting minutes as written. The motion was seconded by Mr. Qualls and it was unanimously approved.

Action Item 3: Approval of the January – June 2018 Financial Statements
Chair Cuchens asked for action on the financial statements presented in the agenda.

Mr. Smith moved to approve the January – June 2018 financial statements as presented. The motion was seconded by Mr. Qualls and was unanimously approved.

Action Item 4: Presentation and Approval of the Independent Financial Audit Presented by Saltmarsh, Cleaveland and Gund
Chair Cuchens called on Ms. Schwartz, Deputy Executive Director, to present. Ms. Schwartz introduced Mr. Dan Lister and Mr. Gregg Storey. Mr. Lister said his firm was hired to do the WFRPC audit this year and the audit was recently completed. He said the audit was of the internal accounting processes and policies. He said all reviews this year were good and there were no items of concern to bring forward. He noted that the Florida Retirement System trend could mean an increase in required employer contributions in coming years and wanted the board members to be aware of this. He then introduced Mr. Storey. Mr. Storey said he spent several weeks in the WFRPC office reviewing the books and looking for deficiencies. He said he did not find deficiencies and the result was a good, clean audit. He said the WFRPC and its investments are in compliance with Florida Statutes. There was brief discussion. Mr. Smith commented it was good to hear the words, “clean audit”.

Mayor Hayward Thomas, City of Paxton
Commissioner Charles K. Windes, Jr., Okaloosa County
Mayor Henderson moved to approve the WFRPC Audit Report as presented. The motion was seconded by Commissioner Jones and it was unanimously approved.

**Action Item 6: Presentation and Adoption of WFRPC Budget, 2018-2019**

Chair Cuchens turned the presentation over to Mr. Mount, WFRPC Executive Director and Ms. Schwartz, Deputy Executive Director. Mr. Mount explained the proposed budget including the estimated expenses and revenues for the 2018-2019 fiscal year. Mr. Qualls asked about current membership. Mr. Mount and Ms. Schwartz answered that current WFRPC membership is between 70-80% with cities since county participation is required by statute. Mr. Mount further went on to say WFRPC is working on acquiring 100% participation from the cities in the region. Mr. Mount referenced an action item further in the agenda regarding a membership rate increase. Commissioner Carroll asked about the timing of the budget cycle referencing that Bay County had just passed their current budget for this fiscal year. Mr. Mount went explained that according to the current WFRPC Bylaws, any action to increase membership rates would not take effect until the fiscal year, 2019-2020.

Mr. Qualls motioned to approve the WFRPC budget for the period covering October 1, 2018 to September 30, 2019. Mr. Smith seconded the motion and it passed unanimously.

**Action Item 7: Resolution WFRPC 2018-03 Supporting Regional and Statewide Collaboration in Efforts to Prioritize the Reduction and Eventual Elimination of Land Application of Biosolids and to Encouraging the Establishment of a Program or Implementation of State-of-the-Art Wastewater Treatment Technologies**

Mr. Mount, WFRPC Executive Director explained that this is statewide effort by Florida Regional Councils Association, in which WFRPC is one of the ten participating Regional Planning Councils, to combat the algae bloom and other contaminants going into the waters within the state of Florida. In an effort for the State Departments and local governments to consider the reduction and elimination of land applied sludge. FRCA is asking WFRPC to approve a resolution to support this initiative. Mr. Mount further stated he does not want to create a hardship for our local governments. Commissioner Hawkins opened discussion of concern for the unfunded mandate for the rural counties and expense of this effort. Mr. Mount addressed the comment and reviewed the resolution with the board. Commissioner Hawkins said he could support the resolution asking for the funding source in the pilot program.

Commissioner Jones motioned to approve Resolution WFRPC 2018-03. Councilman Overdier seconded the motion and it passed unanimously.

**Action Item 8: Approval of Economic Development Administration (EDA) Grant Agreement**

Chair Cuchens called on Mr. Mount. Mr. Mount asked the board to approve to ratify the Executive Director’s signing and execution of the EDA financial assistance agreement. The Economic Development Administration (EDA) has selected WFRPC to receive a Disaster Recovery Grant that will fund a staff person for 3 years. This grant is a new funding source to the WFRPC and will be utilized to provide grant writing and technical assistance to the cities and counties within the region. A match of 20% is required which is being partially covered by local government membership dues and technical assistance contracts. Mr. Mount explained this grant has funded the grant writer, Ms. Ada Clark for the next 3 years. Councilwoman McKamy opened discussion by asking the details of the position. Mr. Mount further explained the position and funding of it. Mayor Henderson and Mr. Qualls contributed to the discussion.

Mr. Smith moved to approve and ratify the Executive Director’s signing and execution of the financial assistance grant. Mr. Qualls seconded the motion and it passed unanimously.

**Action Item 9: Approval of Hurricane Loss Mitigation Program (HLMP) Extension Agreement**

Mr. Mount explained that this is an extension of a grant program that the WFRPC already has in place. The funds are for a twelve-month period and are for the purpose of helping homeowners upgrade their homes to meet the hurricane standards. The agreement expired June 3, 2018 with funding remaining in the program. This extension will provide an extension to December 31, 2018.
Mr. Qualls moved to approve the Hurricane Loss Mitigation Program (HLMP) Extension Agreement. Mr. Foreman seconded the motion and it passed unanimously.

**Action Item 10: Resolution to Adopt Revised WFRPC Membership Rate Structure**
Mr. Mount began by explaining the current WFRPC membership rate structure and how the WFRPC membership rate compares to the Regional Planning Councils across the state. The WFRPC base rate has not been modified since 2005 and the per capita has never been modified since it was adopted in 2009. Due to the increasing number of state and federal grants requiring a cash match, and the limited amount of membership dollars collected, the WFRPC is in need to revisit the dues structure to account for funds that can be used as match to sustain operations. Mr. Mount also stated that according to current rates gathered from around the state of Florida, WFRPC’s rates are the lowest and the rate increase will take place over a 10-year time span. Chair Cuchens opened the floor for discussion. Councilwoman McKamy began discussions. Commissioner Carroll and Mr. Qualls added to the discussion. Mr. Qualls stated the importance of visiting the cities and counties WFRPC serves to explain the purpose of WFRPC and the proposed rate structure. Commissioner Hawkins recommended to coordinate the visits with said city or county representative. Chair Cuchens joined the discussion, reiterating that current rates had not been raised in 10 years.

Commissioner Hawkins motioned to approve the Revised WFRPC Membership Rate Structure. Mr. Foreman seconded the motion and it passed unanimously.

**Action Item 11: Evaluation of Executive Director**
Chair Kasey Cuchens opened by reviewing the evaluations that were conducted by Chair Cuchens, Vice-Chair Rynearson and Mr. Smith. The rankings all indicated that the executive director, Austin Mount, is meeting all expectations and exceeding them in many cases. It was unanimous that Mr. Mount is doing an exceptional job and should be compensated accordingly.

Mayor Henderson moved to increase Mr. Mount’s salary to $150,000 annually. Commissioner Hawkins seconded the motion and it passed unanimously. The Board also recommended reviewing benefits in the future.

**Action Item 12: Nomination of Chair and Vice Chair**
Chair Cuchens opened the floor for nominations of Chair and Vice-Chair. Commissioner Hawkins nominated Ms. Cuchens as Chair and Mayor Rynearson as Vice-Chair.

Commissioner Hawkins moved to approve the nomination of Ms. Cuchens as Chair and Mayor Rynearson, Vice-Chair. Councilman Overdier seconded the motion and it passed unanimously.

**Action Item 13: Election of WFRPC Chair and Vice Chair to Serve October 1, 2018 – September 30, 2019**
Board members unanimously voted to elect Ms. Kasey Cuchens as Chair and Mayor Dick Rynearson as Vice-Chair.

Commissioner Hawkins moved to elect Ms. Cuchens as Chair and Mayor Rynearson as Vice-Chair to serve October 1, 2018 - September 30, 2019. Councilman Overdier seconded the motion and it passed unanimously.

**Adjournment**

The meeting adjourned at 1:38 pm.