

**WITHLACOOCHEE REGIONAL PLANNING COUNCIL  
BOARD OF DIRECTORS MEETING**

**DATE:** September 15, 2011  
**TIME:** 7:00 P.M.  
**PLACE:** Withlacoochee Regional Planning Council  
1241 S. W. 10<sup>th</sup> Street  
Ocala, FL 34471-0323

**MEMBERS PRESENT:**

Ken Hinkle, Citrus County Municipal Representative  
Dennis Damato, Citrus County Commissioner  
Bill Murray, Citrus County Governor's Appointee  
Avis Craig, Citrus County Governor's Appointee  
Joe Johnston, III, Hernando County Municipal Representative  
James Adkins, Hernando County Commissioner  
Buddy "Walter" Selph, Hernando County Governor's Appointee  
Ryan Bell, Levy County Commissioner  
Danny Stevens, Levy County Commissioner  
Whitney "Stoney" Smith, Levy County Governor's Appointee  
Fred Ward, Marion County Municipal Representative  
Ed Kelly, Marion County Governor's Appointee  
Ronald Allen, Sumter County Municipal Representative  
Richard Hoffman, Sumter County Commissioner  
Ed Nowe, Sumter County Governor's Appointee

**MEMBERS ABSENT:**

Rebecca Bays, Citrus County Commissioner  
John J. Kenney, Citrus County Commissioner  
Wayne Dukes, Hernando County Commissioner  
David Russell, Hernando County Commissioner  
Carl Zalak, III, Marion County Commissioner  
Kathy Bryant, Marion County Commissioner  
Mike Amsden, Marion County Commissioner  
Charlie Stone, Marion County Commissioner  
Ed Abshier, Marion County Governor's Appointee  
Martha Hanson, Marion County Governor's Appointee  
Garry Breeden, Sumter County Commissioner  
Richard S. Owen, Non-Voting, Ex-Officio member, representing SWFWMD  
Glenn Horvath, Non-Voting, Ex-Officio member, representing SRWMD  
Deborah Getzoff, Non-Voting, Ex-Officio member, representing DEP  
Randy Welker, Non-Voting, Ex-Officio member, representing DOC

**OTHERS PRESENT:**

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Chuck Dixon, Citrus County Schools  
Lee Newsome, EREC, Inc.  
Teresa Newsome, EREC, Inc.  
Fred Landt, WRPC Attorney

### **STAFF PRESENT:**

Michael R. Moehlman, Executive Director  
Glenda J. Roberts, Office Manager/Board Secretary  
David Connolly, Senior Planner

### **AGENDA ITEM #1 - CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by the Chair, Mr. Joseph E. Johnston, III.

### **AGENDA ITEM #2 - INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation was given by Mr. Allen and the Pledge of Allegiance followed.

### **AGENDA ITEM #3 - WELCOME, INTRODUCTIONS & ANNOUNCEMENTS**

Mr. Johnston welcomed everyone to the meeting.

### **AGENDA ITEM #4 - ROLL CALL**

Ms. Roberts called the roll and a quorum was present.

### **AGENDA ITEM #5 - ADOPTION OF AGENDA**

An additional agenda item, #O - Lease of Office Space, was added. A motion was made by Mr. Kelly and seconded by Mr. Stevens to adopt the agenda as presented with the additional item. Motion carried unanimously.

### **AGENDA ITEM #6 - APPROVAL OF MINUTES OF THE AUGUST 18, 2011 BOARD OF DIRECTORS MEETING**

A motion was made by Mr. Smith and seconded by Ms. Craig to approve the

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minutes of the August 18, 2011 Board of Directors meeting. Motion carried unanimously.

### **AGENDA ITEM #7 - REGULAR BUSINESS**

#### A. 2011 Comprehensive Economic Development Strategy (CEDS) Update

WRPC maintains a CEDS plan through active partnership with the U.S. Commerce Department's Economic Development Administration (EDA). Economic development projects listed in the CEDS become eligible to apply for federal funding. The CEDS plan development is coordinated through the Region's majority private sector CEDS Strategy Committee. Upon affirmative action by the Board, proposed recommendations are transmitted to EDA via regular CEDS Plan reporting for final acceptance.

A motion was made by Mr. Kelly and seconded by Mr. Hinkle to transmit the 2011 Comprehensive Economic Development Strategy (CEDS) Update as presented to EDA. Motion carried unanimously.

Ms. Craig commented about a couple of projects in Citrus County that she hopes can be added in 2012.

#### B. Energy Resiliency Project

The Tampa Bay RPC has secured an EDA grant to design a statewide energy resiliency strategy and all eleven of the Florida RPCs will be involved in some capacity. The first step of the project will be a preliminary survey and analysis of the impacts of the oil spill and the State's energy policies and usage. The second step will be a detailed analysis with scenario building and the third step is conducting statewide summits to convene the community stakeholders to discuss solutions. The fourth step will be collating and sharing the information gathered from these summits across the state and the final step will be developing strategies and implementation methods to make the state more resilient. The WRPC will be involved and is expected to receive a minimum of \$82,500 to participate in this project. EDA's share will amount to \$64,545 and the WRPC will provide \$17,955 in match funds. The project is expected to last for a minimum of 18 months and will begin in September.

A motion was made by Mr. Ward and seconded by Mr. Hoffman to approve the Chair or Executive Director to sign the necessary documents for the Energy Resiliency Project as presented. Motion carried unanimously.

#### C. Professional Services Contracts

There are a number of local governments that have professional services contracts with the WRPC and they are renewed each year. The WRPC uses a professional services contract when it agrees to perform work for the various local governments throughout the Withlacoochee Region. Some of the local governments prefer to have a signed updated version of this professional services contract when their budget year starts. This allows the WRPC to respond immediately to their requests for help since they already have an approved services contract. It is like an open account with the local government that is renewed each year. Board approval is needed to enter into these contracts that will cover the period October 1, 2011 through September 30, 2012.

A motion was made by Mr. Hinkle and seconded by Mr. Murray to approve the Executive Director to sign and send the Professional Services Contracts for the FY 2011/2012 to local governments in the Withlacoochee region. Motion carried unanimously.

**D. WRPC Attorney Contract**

Mr. Moehlman stated this is the annual renewal of the contract for attorney services with Landt, Wiechens, LaPeer & Ayres. Mr. Landt is with the firm of Landt, Wiechens, LaPeer & Ayers and has served as Attorney for the Council for a number of years now. The WRPC pays for attorneys' monthly monitoring services including any regular meetings attended, litigation, mediation, arbitration, appeals, actions, or proceedings under the Administrative Act and his fees have remained the same rate for the past three years.

A motion was made by Mr. Kelly and seconded by Mr. Selph to approve the contract for Attorney Services as presented and authorize the Chair or Executive Director to sign appropriate documents. Motion carried unanimously.

**E. FRCA Dues**

This is the annual dues agreement for participation in the Florida Regional Councils Association (FRCA). FRCA acts as the umbrella organization for all of the eleven Regional Councils in Florida. FRCA provides staff functions for the Regional Councils including monthly meeting coordination, tracking important legislation, and distributing funding and grant information. The Board has previously indicated that they did not wish to have our current commitment to FRCA for this budget year exceed \$14,376. This organization gives us a much needed presence in Tallahassee and keeps the Executive Directors well informed on issues related to Regional Councils.

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A motion was made by Mr. Kelly and Seconded by Mr. Bell to approve the Executive Director to pay FRCA dues for FY 2011/2012. Motion carried unanimously.

### **F. WRPC Insurance Renewal**

It is time to renew our General Liability, Automobile, Property and Workman's Compensation Insurance for the period of October 1, 2011 through September 30, 2012. WRPC received a proposal from the Florida Municipal Insurance Trust, who is the current insurer of the WRPC. Their quote was for \$11,103, a decrease of \$843 over our current FY 10/11 premium.

A motion was made by Mr. Murray and seconded by Mr. Stevens to approve insurance renewal with the Florida Municipal Insurance Trust for General Liability, Automobile, Property and Workman's Compensation Insurance coverage. Motion carried unanimously.

### **G. Janitorial Contract**

Mr. Moehlman explained that bids had been received by several vendors to provide janitorial services for the WRPC facilities. The bid received from Cleaning Concepts in the amount range of \$300 for the first year up to \$330 for a third year was quite reasonable. Cleaning Concepts is the firm currently contracted to complete janitorial services in the building and they do a good job.

A motion was made by Mr. Selph and seconded by Mr. Kelly to contract with Cleaning Concepts for janitorial services for 3 years.. Motion carried unanimously.

### **H. Lawn Maintenance Contract**

Mr. Moehlman stated that bids had been received by vendors to provide lawn maintenance for the WRPC facilities. Greenthumb Lawn Service placed a bid for \$150 per month and they are currently the provider of the service. They do a good job.

A motion was made by Mr. Damato and seconded by Mr. Stevens to approve the lawn maintenance contract in the amount of \$150 per month with Greenthumb Lawn Service for 3 years. Motion carried unanimously.

### **I. HMEP Contract**

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Mr. Moehlman presented the HMEP Contract for fiscal year 2011-2012. He noted that we receive funds to plan and train public sector hazardous materials response personnel. We will receive \$40,594 in HMEP Planning and Training funds from the State of Florida. These funds are actually Federal funds through the Department of Transportation that the State passes through to the LEPC. These funds will be used for administrative purposes and to provide training courses to response personnel.

A motion was made by Mr. Kelly and seconded by Mr. Ward to approve the HMEP contract in the amount of \$40,594 and authorize the Chair or Executive Director to sign the contract. Motion carried unanimously.

### **J. District 5 LEPC 2012 Biennial Exercise**

Michael Arnold announced the upcoming Biennial Exercise. He noted the exercise will be held in conjunction with SWFWMD, Citrus County Emergency Management and numerous other community participants. The focus for this year's exercise will be the Inglis Spillway, Lake Rousseau and US Highway 19. Funding for this exercise will be split among the SWFWMD and the LEPC and HMEP contracts. This exercise will be coordinated by WRPC staff working with EREC, Inc. The cost of the exercise will amount to \$15,490.

A motion was made by Mr. Kelly and seconded by Mr. Hinkle to approve the Chair or Executive Director to sign all necessary documents related to the 2012 LEPC Biennial Exercise. Motion carried unanimously.

### **K. Contractor of Record/Emergency Management**

Mr. Arnold noted that the WRPC had advertised for a Letter of Interest regarding a Contractor of Record for emergency management planning. The contractor of record agreement enables the counties, municipalities, various organizations and branches of government, with the WRPC Region, to work directly with the WRPC without soliciting bids on each individual project. With this conduit, the agency can draft a scope of work, reach agreement and execute a contract to fill planning, training and exercise needs in the fast paced environment of emergency management. Mr. Arnold reported that several letters of interest were received and reviewed by a committee and Emergency Response Educators and Consultants (EREC), Inc. was recommended for the Contractor of Record for emergency management services. EREC scored well ahead of the remaining five interested parties in this request for letters of interest process. Based on a five tier criteria scoring process of 100 possible points, EREC received a score that exceeded its closest competing party by more than 20 points. The review committee felt that EREC is the best suited organization to serve the planning, training and

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exercise needs of the WRPC. Their work history, attention to detail and ability to perform all requested tasks uniquely places them at the top of all interested parties.

A motion was made by Mr. Kelly and seconded by Mr. Bell for approval to select EREC, Inc. as the WRPC official Contractor of Record for emergency planning, training and exercise needs and allow the Chair or the Executive Director to sign all necessary documents related to this item. Motion carried unanimously.

### **L. DRI Transportation Consultant Contracts**

It is time to renew the contracts with HDR Transportation Consulting Group to provide transportation planning services related to Developments of Regional Impact (DRIs). HDR Transportation Consulting Group has provided transportation planning services, relative to DRIs to the WRPC for several years. Their services are provided to WRPC on an as needed hourly basis, plus direct expenses. All expenses related to their review and fees are paid for by developers involved in the DRI process. He added that currently, there isn't much going on with DRIs in the region.

A motion was made by Mr. Bell and seconded by Mr. Smith to authorize the Chair or the Executive Director to sign the contracts with HDR Transportation Consulting Groups for DRI transportation planning services for the 2011/2012 budget year. Motion carried unanimously.

### **M. Levy SQG**

Mr. Moehlman presented the Levy County Small Quantity Generator (SQG) contract for approval. Levy County wishes to renew their contract with the WRPC to satisfy their SQG requirement. All counties are mandated by Florida Statutes to conduct an SQG Hazardous Waste Assessment, Notification and Verification Program annually. The program is administered at the State level by the Florida Department of Environmental Protection, Division of Waste Management, Bureau of Solid and Hazardous Waste. The goal of the program continues to be environmental protection through business assistance. The primary functions of the program are identification, notification and on-site verification of businesses that are considered active and/or potential generators of hazardous waste. Levy County has contracted with the WRPC for several years to complete the requirements of this program. As part of the contract this year, the WRPC will complete the annual verification of hazardous waste management practices for 20% of active and potential SQG generators in the county as required by Florida Statutes. The information will be provided to DEP by July 1, 2012. The contract amount will remain the same as last year - \$11,500.

A motion was made by Mr. Kelly and seconded by Mr. Murray to approve the Chair or Executive Director to sign necessary contracts with Levy County to provide SQG data and submission to DEP. Motion carried unanimously.

**N. Staff Promotions**

Mr. Moehlman stated that with the increased responsibilities of Ms. Roberts and Ms. Fowler in the office, he felt that they should be recognized with title promotions. There would be no increase in salaries at this time due to budget constraints. Ms. Roberts would receive a title of Finance and Office Manager and Ms. Fowler would have the title of Senior Administrative Assistant.

A motion was made by Mr. Kelly and seconded by Mr. Bell to promote Ms. Roberts to Finance and Office Manager and Ms. Fowler to Senior Administrative Assistant. Motion carried unanimously.

**O. Lease of Office Space**

Mr. Moehlman pointed out that a copy of the deed was included in the packet.

Mr. Landt said that the deed is self explanatory, it will automatically revert back to Marion County if the building is not used for WRPC offices. Mr. Johnston said he had found a mortgage showing on the building. Mr. Landt said once he researches that he will have Ms. Roberts check the files for the satisfied mortgage.

Mr. Moehlman stated that a few weeks ago he was contacted by Jack Sullivan, Withlacoochee Regional Water Supply Authority, about the possibility of renting two offices. Mr. Moehlman provided him a price of \$250 a month for the two offices. WRWSA was going to meet next week and discuss this possibility and Mr. Moehlman was asking to Board to allow him to follow through on the decision if WRWSA agreed to the arrangement. The consensus of the Board was to move forward on that potential arrangement with WRWSA.

**AGENDA ITEM #8 - CITIZEN'S INPUT**

None.

**AGENDA ITEM #9 - CHAIR'S REPORT**

Mr. Johnston announced the next meeting of the WRPC is scheduled for Thursday, October 20, 2011, 7:00 p.m. at the WRPC office.

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### **AGENDA ITEM #10 - DIRECTOR'S REPORT**

Mr. Moehlman informed the Board that he would be in Tallahassee for the FRCA meeting early October. The next project up will be renewal of the Evacuation Plan. He also stated that WRPC staff is continuing to research a number of potential projects.

Mr. Allen asked if there was a possibility that the October Board of Directors Meeting might be cancelled if there isn't enough business. The response was yes.

### **AGENDA ITEM #11 - OTHER BUSINESS**

None.

### **AGENDA ITEM #12 - ADJOURNMENT**

The meeting was adjourned at 7:50 p.m. by Chairman Johnston.

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Joseph E. Johnston, III, Chair



MOTION TO ADOPT AGENDA WITH ADDITION

MOTION TO APPROVE MINUTES

MOTION TO TRANSMIT 2011 CEDS UPDATE

MOTION TO APPROVE CHAIR OR EXECUTIVE DIRECTOR TO SIGN

MOTION TO SIGN AND SEND PROFESSIONAL SERVICES  
CONTRACTS FOR 2011/2012

MOTION TO APPROVE ATTORNEY CONTRACT

MOTION TO APPROVE PAYMENT OF FRCA DUES

MOTION TO APPROVE INSURANCE RENEWAL

MOTION TO CONTRACT FOR JANITORIAL SERVICES

MOTION TO APPROVE CONTRACT FOR LAWN MAINTENANCE

MOTION TO APPROVE HMEP CONTRACT

MOTION TO APPROVE 2012 LEPC BIENNIAL EXERCISE

MOTION TO APPROVE EREC, INC. AS CONTRACTOR OF RECORD

MOTION TO AUTHORIZE SIGNING DRI TRANSPORTATION  
CONSULTANT CONTRACTS.

MOTION TO APPROVE LEVY  
COUNTY SQG CONTRACT

MOTION TO PROMOTE MS. ROBERTS AND MS. FOWLER

