In Attendance:

**County Representatives:**
Commissioner Welton Cadwell, Lake County
Commissioner Scott Boyd, Orange County
Commissioner Bryan Nelson, Orange County
Commissioner Cheryl Grieb, Osceola County
Commissioner Viviana Janer, Osceola County
Commissioner Lee Constantine, Seminole County
Commissioner John Horan, Seminole County
Commissioner Garry Breeden, Sumter County
Councilman Doug Daniels, Volusia County

**Municipal Representatives:**
Mayor Gary Bruhn, Tri-County League of Cities (Town of Windermere)
Mayor David Mealor, Tri-County League of Cities (City of Lake Mary)
Vice Mayor Leigh Matusick, Volusia County League of Cities (City of DeLand)

**Gubernatorial Appointees:**
Ms. Jill Rose, Orange County

**Ex-Officio Members:**
Ms. Nancy Christman, St. Johns River Water Management District
Mr. William Graf, South Florida Water Management District

**Other Attendees:**
Mr. Richard Mueller
Mr. Jay Zembower, Chuluota Community Association and Lake Pickett Lake Owners Association
Ms. Arlene Smith, Volusia County
Mr. Tim McClendon, Lake County
Mr. Bill Blend, Moore Stephens Lovelace CPAs

**Members not in Attendance:**
Commissioner Andy Anderson, Brevard County
Commissioner Curt Smith, Brevard County
Commissioner Timothy Sullivan, Lake County
Commissioner Don Burgess, Sumter County
Councilwoman Deborah Denys, Volusia County
Commissioner Patty Sheehan, City of Orlando
Commissioner Michael Holland, Lake County League of Cities (City of Eustis)
Commissioner Jose Alvarez, Tri-County League of Cities (City of Kissimmee)
Mr. Jose A. Rivas, Orange County
Mr. John Lesman, Seminole County
Ms. Heather Garcia, Florida Department of Transportation
I. **Call to Order and General Business**

Commissioner Constantine called the meeting to order at 10:20 a.m. Ms. Pegge Parker called the roll and announced a quorum was present. The Pledge of Allegiance was led by Commissioner Boyd.

II. **Consent Agenda**

- May 2016 Council Meeting Minutes: Commissioner Constantine asked if there were any discussions, deletions or additions to the minutes. As there were no objections, Commissioner Breeden made a motion to approve the minutes and Mayor Bruhn seconded the motion. A vote was taken and the motion to approve the minutes passed unanimously.

- Financial Reports: Mr. Harling discussed the Financial Reports for April and May 2016 which reflected the financial forecast for June 2016. Mayor Bruhn made a motion to accept the Financial Reports and Vice Mayor Matusick seconded the motion. A vote was taken and the motion to approve passed unanimously.

- FY2015-2016 Budget Amendment: Mr. Harling detailed the additional revenue and expenses incurred this year showing an ending balance of -$8,030. He explained that he anticipated bringing in additional revenue to end the fiscal year with a balanced budget. Commissioner Constantine stated that there was considerable discussion at the earlier Executive meeting regarding the Amendment, as well as the FY2015-2016 Audit and FY2016-2017 Budget, and it was decided to add an additional Executive meeting to discuss them in greater detail before the next regularly scheduled Council meeting. Commissioner Constantine did note the very good increase in revenues of $600,000 and the reserves level of almost $800,000. The Executive Board is striving to have a balanced budget without going into the reserves as was needed in the past since not receiving State funds. Commissioner Janer asked for a clearer explanation of the $200,000 pass-through funds which comes out of the $600,000 in revenue. Mr. Harling explained that these funds go to outside consultants involved in the grants. A motion for approval was made by Vice Mayor Matusick and seconded by Mayor Bruhn. A vote was taken and passed unanimously.

III. **Public Comments**

- There were no public comments at this time.
IV. **FY2015-2016 Audit Presentation** – Mr. Bill Blend, Moore Stephens Lovelace CPAs

Mr. Bill Blend of Moore Stephens Lovelace, the external auditors, gave a presentation on the September 30, 2015 Financial Statement. He reviewed the required communications letter that states their responsibilities, as well as our responsibilities. Consideration is given for internal control over financial reporting in order to determine auditing procedures and compliance with financial reporting. He stated there were no significant deficiencies and no violations of compliance issues or regulations.

Commissioner Horan asked about the amount of reserves required for a company with a $2.7 million budget. Mr. Blend said that it was up to the organization but his suggestion was at least at 25%, as a cushion to cover unexpected costs. Commissioner Constantine stated he thought the reserve level should be higher and suggested 50%. Commissioner Horan responded that the RPC had more than adequate reserves to balance under a normal accounting standard and strenuously objected and felt it unnecessary to have a reserve balance of 50%. Commissioner Constantine explained that there were many reasons to have a stronger reserve account such as: not receiving State funds for the last six years; our dependence on bringing in contracts; having to reduce staff to balance the budget for the last two years; excess DRI funds that may have to be paid back for DRIs that are no longer needed; and, the liability to employees for accrued paid time off. He felt these are reasons the RPC reserves may need to be in a more prudent fiscal state in order to cover operating expenses. Commissioner Cadwell suggested having the Auditor return to discuss this in more detail at an additional Executive meeting in August. There was a motion to receive the audit by Commissioner Cadwell and seconded by Commissioner Breeden and the motion carried.

V. **Proposed – FY2016-2017 Budget and Work Plan**

- **Work Plan:** Mr. Harling reviewed the proposed Work Plan for the next fiscal year. Current total contract revenue for these projects totals $677,053 with $539,600 going to ECFRPC. Pending projects include projects from the DEO, St. Cloud Visioning (a two year project), Sanford Hospital District, Indian River Lagoon (with the Treasure Coast RPC), a loan program (with the South Florida RPC), FDOT Corridor Assistance, and prospective projects using the Route Conditioning Tool that was developed by the RPC. Commissioner Janer recommended the Route Conditioning Tool to Osceola County and was impressed with the value compared to the cost.

Commissioner Daniels asked about the current project with the Indian River Lagoon and Mr. Harling explained that the RPC has completed the location of all the hotspots in the Indian River Lagoon, including Mosquito Lagoon, and are in the process of completing a report on best methodologies, including the use of street sweepers as one of the most cost effective methods. Commissioner Grieb discussed an upcoming meeting she will be attending at Lake Okeechobee, held by the Army Corps of Engineers, to discuss the watershed project area which does not include the upper basin. Commissioner Constantine stated that at the recent FRPA annual meeting, the organization and specifically the fiveRPCs surrounding that area, sent a letter stating full support. Commissioner Grieb asked if it would also be possible for the ECFRPC to send a letter of support to the Army Corps of Engineers to include the upper basin. Commissioner Constantine agreed. Commissioner Grieb then made a motion for the RPC to write the letter to the ACOE encouraging them to consider including the upper basin for the Lake Okeechobee Watershed Project in the overall solution. The motion was seconded, voted on and approved. A motion was also made by Commissioner Janer to
approve the Work Plan for FY 2016-2017 and Mayor Bruhn seconded the motion. It was
voted on and approved.

- Budget: Mr. Harling explained the proposed budget including the inclusion of pending
  projects. Current proposed revenue, without any pending projects, is $1,069,669; and current
  proposed expenditures are $1,529,435. This leaves a deficit of $459,766. An additional
  $162,712 is shown in pending projects which would reduce the deficit to $297,054. Additional
  pending/work of $300,000 is expected to be added to balance the budget. With the increase
  in Emergency Management training programs, sea level rise projects, the Indian River
  Lagoon, and potential road programs, Mr. Harling stated he is confident in acquiring the
  needed funds. A motion was made by Commissioner Horan to approve the Budget for FY
  2016-2017 and seconded by Mayor Bruhn. It was voted on and approved.

VI. Executive Director’s Report

- Projects and Activities: Mr. Harling provided an overview on current, ongoing and prospective
  projects and activities for May and June 2016. A handout was provided with more specific
  information for each of these projects.

- Office Lease Update: Commissioner Constantine updated the Council on the current office
  lease situation. The current contract expires September 30, 2016. Emerson International, the
  RPC’s current leaseholder, owns the building in Longwood that is under consideration.
  Another office location in consideration, the Lynx building, is located in downtown Orlando.
  The office space would be adequate at approximately 4,000 SF for the RPC’s needs and
  would not include a conference room but would share the one in the building at no additional
  cost. Commissioner Constantine suggested that by being located at the Lynx building, there
  would be added value of working with other centrally located regional agencies such as the
  MPO. Mayor Mealor brought up the issue of location and the challenge to driving downtown
  and parking. Mr. Livingston stated that the RPC has received a Letter of Proposal from
  Emerson for the Longwood location which would still involve negotiations. The RPC is still
  working on acquiring the Lynx proposal. The RPC has been told verbally that, if necessary,
  up to a three-month extension to the current lease is acceptable. Mr. Livingston suggested
  that getting this in writing to protect the RPC. Commissioner Grieb made the motion to
  request a Letter of Commitment for a three month extension to the current contract. Mayor
  Bruhn seconded the motion; it was voted on and passed unanimously.

VII. Chair’s Report

- Nomination Committee Selection for Executive Board: Commissioner Constantine stated that
  Commission Cadwell was selected to Chair the Nomination Committee for the selection of
  the Executive Board. Commissioner Cadwell asked if anyone from the Council would like to
  serve on the Nomination Committee. Mayor Bruhn and Commission Grieb agreed to be on
  the Nomination Committee. Mr. Livingston explained that the Nominating Committee would
  meet immediately before the next Council meeting.

- Commissioner Constantine gave an update on the last FRCA meeting. Mr. Harling stated that
  FRCA had awarded Commissioner Constantine a volleyball instead of a plaque, as a unique
  award to serve as their appreciation for his service as President of FRCA. Ms. Barbara
  Sheen Todd was voted to serve as the next President. Commissioner Constantine will serve
  as First Past President.
Commissioner Constantine stated that there was a request by the Orange County Commission to make a presentation on Lake Pickett and the land use applications. Commissioner Boyd introduced Mr. John Weiss, Department Director for the Community Environmental and Development Services Department and Mr. Greg Golgowski, Chief Planner with the Planning Division. After the presentation, which described the Lake Pickett Study area proposals, it was decided that the RPC would facilitate a meeting between Seminole County, Oviedo and Orange County to further the discussion before the next Council meeting. Public comments were given by Mr. Richard Mueller, private citizen, regarding traffic studies in East Orange County and Mr. Jay Zenbauer, Chuluota Community Association and Lake Pickett Lake Owners Association, regarding the Lake Pickett development. Mr. Jerry Livingston clarified that this discussion falls under Brief County Updates and that no action is being taken by the Council as this was not an Agenda item.

VIII. **Brief County Updates** – County Representatives

- Except as stated above, no additional items were reported at this time.

IX. **Announcements/Public Comments**

- No other items to report at this time.

X. **Proposed Next Meeting: September 14, 2016**

- As this is not the next normal meeting date, it was suggested to Council to adjust their calendars accordingly.

XI. **Adjournment**

There being no further business before the Council, Commissioner Constantine adjourned the meeting at 12:30 p.m.