

**Commissioner Discussion Items Status Report
March 2010 Monthly Report**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
March 15, 2010	Stewart	Direct staff to begin the process for a Critical Events Schedule for a special assessment for stormwater in Wakulla Gardens	Tim Barden, Asst. County Administrator Cleve Fleming, Public Works Director	In process.
	Board	Direct staff to proceed as follows regarding the Greiner's Addition and Magnolia Gardens Properties: <ul style="list-style-type: none"> • Direct staff to continue working with Preble-Rish and Hydra Engineering to seek funding to conduct a joint Floodplain Study and a Stormwater Study for Greiner's Addition Subdivision and Magnolia Gardens Subdivision; • Work with the County Attorney to seek written permission from Mr. Cutchin and/or adjoining property owners to conduct a geotechnical analysis to determine the Seasonal High Water Table and Infiltration Rates for the potential use as stormwater ponds; • Authorize staff to utilize funds from the Public Works General Road and Bridge Repair Fund; and • Provide the Board with an update when funding sources have been identified and the geotechnical analysis is complete. 	Lindsay Stevens, Asst. County Administrator Cleve Fleming, Public Works Director Heather Encinosa, County Attorney	In process. Staff is drafting letter to property owners seeking permission to conduct geotechnical studies. Anticipated completion Summer 2010.
	Board	Direct staff to review MSBU's and report back to the Board for consideration.	Tim Barden, Asst. County Administrator Heather Encinosa, County Attorney	In process of obtaining proposals to prepare study.
	Board	Direct staff to schedule a Workshop to Discuss the Talquin Wastewater Agreement.	Jessica Welch, Policy & Public Information Coordinator Heather Encinosa, County Attny.	Done. Workshop will be held on April 12, 2010 at 4:00pm – 6:00pm

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	Board	Direct staff to submit grant applications to the following agencies for the recommended projects: <ul style="list-style-type: none"> • Land and Water Conservation Fund (LWCF) – Funding for Rock Landing playground, picnic facilities, lighting, landscaping, and parking lot improvements. • Office of Greenways and Trails (OGT) – Funding for equestrian trails with related support facilities. • The National Oceanic and Atmospheric Administration (NOAA) – Funding for the Wakulla Wetland Nursery Program and to incorporate the feasibility of the science of growing oysters on trees. 	Eva Thorpe, OMB Analyst	In process and ongoing. <ul style="list-style-type: none"> • LWCF Grant will be submitted on April 15, 2010 • OGT Grant was submitted on March 31, 2010 • NOAA Grant was submitted on March 29, 2010
	Board	Direct staff to advertise an ITB for General Contracting Services to the Wakulla County Welcome Center; and have staff to look into other funding options and any possible grants for this project	Tim Barden, Asst. County Administrator Debbie DuBose, OMB Coordinator Eva Thorpe, OMB Analyst	In process. ITB was advertised on March 26, 2010.
March 1, 2010	Board	Direct the County Administrator, County Attorney, Commissioner Brock, and a Chamber Member to negotiate a mutual beneficial agreement between the County and the Chamber that is agreeable by both parties to come back to the Board for final consideration and approval. In the event that a mutual agreement cannot be reached, a Workshop may be scheduled	Heather Encinosa, County Attorney Benjamin Pingree, County Administrator	Ongoing. As of date, no meeting has been scheduled with the Chamber.
	Board	Direct staff to work w/ the VFD's to develop a Corrective Action Plan and report back to the Board by May 1, 2010 with the proposed Corrective Action Plan and training program design	Scott McDermid, Public Safety Director Louis Lamarche, Fire Chief	Ongoing. Legal is working w/ Fire Marshall's Office to determine exact requirements; checklists has been provided; applying to all VFD's. Anticipate 2 nd visit by Fire Marshall's Office during last week of April 2010.

**Commissioner Discussion Items Status Report
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February 16, 2010	Stewart	Direct staff to schedule a Workshop to allow the City of Tallahassee to present further information on the Hydro Dam Spillway Modification Project and direct the County Attorney to draft a letter for the County to become a stakeholder/affected party	Jessica Welch, Policy & Public Info Coordinator Heather Encinosa, County Attorney	Done. The City of Tallahassee has expressed their unwillingness to present at a Board Workshop. The County Attorney filed a four party intervention with Wakulla, Leon , Liberty, and Franklin Counties which is currently in the DOAH process. The County Attorney will continue to update the Board on this issue.
	Artz	Direct staff to bring back an agenda item/revised resolution adding more members to the Park Advisory Board. The Board agreed to add ten members. It was suggested for each Commissioner to select 2 appointees	Ray Gray, Parks & Rec. Director Doug Jones, Public Services Director	In process. Staff in process of obtaining nominees from the Commissioners. Anticipated revised resolution on the May 3, 2010 Board Agenda.
	Kessler	Direct staff to look into flooding issues for Steve Stephens at his Whiddon Lake Road home to determine if the County can assist or if it's a civil matter	Cleve Fleming, Public Works Director	Done. Public Works reviewed and determined this is a civil/private matter.
	Kessler	Direct staff to pursue with the legislative delegation for assistance to the seafood workers in the County	Jennifer Langston, Special Projects Coordinator	Done. Correspondence was sent to Federal and Legislative Delegations, and Secretary Charles Bronson in March 2010.
	Artz	Direct staff and the County Attorney to address funding options for possible purchase of properties for the acquisition of stormwater management	Lindsay Stevens, Asst. County Administrator Tim Barden, Asst. County Administrator Heather Encinosa, County Attny.	In process. Staff is working with Preble-Rish and Hydra Engineering to seek funding to conduct a joint Floodplain Study and a Stormwater Study for Greiner's Addition Subdivision and Magnolia Gardens Subdivision; and is working with the County Attorney to seek written permission from Mr. Cutchin and/or adjoining property owners to conduct a geotechnical analysis to determine the Seasonal High Water Table and Infiltration Rates for the potential use as stormwater ponds.
	Board	Direct staff to schedule another Workshop on Land Quality/Land Designations to allow other entities to provide the Board with further informative information	Jessica Welch, Policy & Public Information Coordinator	In process, the workshop will be scheduled upon key speakers availability; staff anticipates workshop to be held in May 2010.

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March 2010 Monthly Report**

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	Board	Direct staff to work closely with the Panacea Waterfronts Committee and Preble-Rish within the next few weeks on an action plan and proposal to include cost estimates to repair the Wakulla Welcome Center; and for staff to bring back an analysis of other capital improvement projects in this budget year	Tim Barden, Asst. County Administrator Eva Thorpe, OMB Analyst John Taylor, Facilities Mngmt.	Done. Update to the Board on March 15, 2010 Agenda.
February 1, 2010	Artz	Direct staff to schedule a Workshop on March 25, 2010 at 4:00p.m. – 6:00p.m. to discuss On-Site Wastewater Treatment	Jessica Welch, Policy & Public Information Coordinator	Done. Workshop will be held on March 25, 2010 at 4:00p.m. – 6:00p.m.
	Board	Direct staff to submit a grant application to the Florida Department of Agriculture and Consumer Services, Division of Forestry. The Board also suggested staff to explore and come up with a proper procedure to disburse the work among multiple sites with multiple vendors or contractors as applicable, if awarded the grant	Eva Thorpe, OMB Analyst	Done. Submitted on Feb. 16 th , 2010.
January 25, 2010	Brock	Direct staff to uniform the signs at Wakulla Arran Road & Oak Street as to the BOCC Complex signs	Cleve Fleming, Public Works Director	In process of coordinating with sign company. Waiting for design template to be returned by vendor.
	Brock	Direct staff to consider providing available office space as needed on a short-term basis for the 2010 Census.	Debbie DuBose, OMB Coordinator John Taylor, Facilities Management	Done. Cubicles were placed in the Administration Office to assist the Census with needed space to place employees.
	Stewart	Direct staff to provide an urgent study in Wakulla Gardens at a cost of \$20,000 out of the Emergency Reserve Account for preparing construction drawings. The study will address the most critical areas in Wakulla Gardens to identify the required lots to be acquired for construction of retention facilities and culvert locations. A budget breakout was also requested related to the total cost to complete the project, and how much is already complete.	Lindsay Stevens, Assistant County Administrator Cleve Fleming, Public Works Director	Done. A Memo was sent to the Chairman and County Administrator on February 8, 2010 with staff's recommendations.
	Board	Direct staff to schedule a workshop on March 25, 2010 at 6:00p.m. – 8:00p.m. to discuss the proposed Wetlands Ordinance	Lindsay Stevens, Assistant County Administrator Jessica Welch, Policy & Public Information Coordinator	Done. Workshop scheduled for March 25, 2010 at 6:00p.m. – 8:00p.m.

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January 11, 2010	Board	Direct staff to schedule a Workshop to invite the State Fire Marshall's Bureau of Fire Standards and Training to Review & Discuss Standards/Requirements for Firefighters in the State of Florida	Louis Lamarche, Fire Chief Scott McDermid, Public Safety Director	Done. Workshop scheduled for February 4, 2010 at 6:00p.m.
	Board	Direct staff to evaluate Cutchin Properties in Greiners Addition and Magnolia Gardens, return to the Board with the following: a comprehensive staff analysis on each lot and negotiations with Cutchins.	Lindsay Stevens, Assistant County Administrator Cleve Fleming, Public Works Director	Done. Update to the Board on March 15, 2010.
	Kessler	Direct staff to consider resurfacing of roads and where feasible to engineer and stripe for bike lanes, specifically for New Light Church Road. This is part of the SCRAP program and all of the Commissioners agreed to proceed in this direction.	Cleve Fleming, Public Works Director	Ongoing; in process of coordinating w/ the engineer to determine if feasible; may be determined for a project in 2011.
December 8, 2009	Board	Direct staff to apply for the All-American City Award designated by the National Civic League	Eva Thorpe, Grants Analyst Jennifer Langston, Special Projects Coordinator	Done. Staff determined to apply for Award in 2011 with more suitable projects with more criteria.
	Board	Direct staff to review the following and bring back as an agenda item at a future Board meeting: Review the recent incident at the Wakulla County Airport; perform a review and create a timeline pertaining to County Activities relating to 2J0 over the last 4 years; identify funding opportunities (cycles) that have lapsed and explanations of why the County was not able to take advantage of them; define what funding opportunities are presently being sought and the time frame for such; and define what improvements are presently being considered	Doug Jones, Public Services Director Rick Thornburg, Airport Manager	Done. Update to the Board approved at April 5, 2010 Meeting.
	Green	Direct staff to draft preliminary plans for improving the unpaved portion of Lonnie Raker Lane with #57 limestone at a cost up to \$10,000.00, until right of way issues are resolved.	Cleve Fleming, Public Works Director	In process. Anticipated being complete by April 16, 2010.

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March 2010 Monthly Report**

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November 16, 2009	Kessler	Direct staff to assist Commissioner Kessler in establishing a committee to review County Policies with reference to accounting practices, and direct the County Attorney to request an opinion from the Attorney General's Office regarding the cost allocation in the Building Department	Heather Encinosa, County Attorney Tim Barden, Asst. County Administrator	Done. An update to the Board was presented at the March 15, 2010 Board Meeting.
	Board	<p>Direct staff to begin implementation on the following and that is listed in the final report of the Water Quality and Stormwater Control Project within the Wakulla Gardens Subdivision funded by a grant from the Northwest Florida Water Management District:</p> <ul style="list-style-type: none"> ▪ Revise the Basin-Specific Flood Hazard Ordinance (06-28 as Amended by the Board on March 17, 2009- 09 -05) to reference the Flood Plain Study as setting forth the 100 year water surface elevations and minimum finished floor elevations for all 5 phases of Wakulla Gardens; ▪ Direct Public Works staff, with assistance from the County Attorney and Planning and Zoning staff, to draft a comprehensive Stormwater Ordinance for Wakulla County and bring the proposed Stormwater Ordinance back for Board review at a future date; ▪ Direct Public Works staff to identify potential funding sources to implement the Regional Stormwater Study for Wakulla Gardens by obtaining engineered studies; ▪ Identify potential grant funding sources to perform a similar Water Quality and Stormwater Control Project within Magnolia Gardens and Greiner's Addition; ▪ Direction for information to come back to the Board on acquiring additional lots with a cost estimate for recreational purposes at the stormwater ponds areas; and ▪ Direct the County Attorney to look at options that are available regarding lots in the low lying areas where the stormwater ponds are going to be located 	Lindsay Stevens, Asst. County Administrator Tim Barden, Asst. County Administrator Cleve Fleming, Public Works Director Heather Encinosa, County Attorney	<ul style="list-style-type: none"> ▪ Flood-plain and stormwater study complete by Hydra Engineering and submitted to NFWFMD. Currently, drafting proposed revisions to basin-specific flood hazard Ord. ▪ Staff is coordinating a meeting between Public Works, Planning and County Attorney to develop language. ▪ Possible funding sources identified as part of Wakulla Gardens Stormwater Study ▪ In process. Staff reviewing CDBG for Oct. 2010 funding cycle. ▪ Staff is currently working on this process and is anticipated to bring back to the Board for Board direction. ▪ Staff and County Attorney will be meeting to discuss options.

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March 2010 Monthly Report**

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October 20, 2009	Board	Direct the County Attorney and staff to review all utility and franchise contracts and prepare a report back to the Board	Heather Encinosa, County Attny. Jennifer Langston, Special Projects Coordinator	In process, compiling documents.
	Board	Direct staff to proceed with implementing the action plan for the completion of the required improvements for Hidden Meadows Subdivision	Lindsay Stevens, Asst. County Administrator	In process. Paving complete December 2009. Sidewalks are currently under construction.
September 22, 2009	Board	Direct staff to pursue legislative and grant funding to develop a County Master Plan for wastewater treatment that would identify the areas most appropriate for central sewer versus cluster systems versus individual onsite systems	Tim Barden, Asst. County Administrator Eva Thorpe, Grants Coordinator Jennifer Langston, Special Projects	Ongoing. Included in 2010 legislative requests submitted on February 26, 2010.
August 18, 2009	Board	Direct staff to work with adjacent commercial property owners to negotiate access agreements for access to the Airport	Doug Jones, Public Services Director Rick Thornburg, Airport Manager Tim Barden, Asst. County Administrator Heather Encinosa, County Attny.	Ongoing. In the process of contacting property owners to verify interest in pursuing access agreement.
August 4, 2009	Board	Direct staff to develop an RFP for Debris Removal and an RFP for Debris Monitoring for future Board consideration	Cleve Fleming, Public Works Dir. Debbie DuBose, HR & Purchasing Coordinator Scott Nelson, Emergency Management Director	Ongoing. Reviewing other County RFP examples. Anticipated to go on May, 2010 Board Mtg. Agenda.
July, 2009	Board	Direct staff to begin the research and development of an Annual Commercial Firesafety Inspection Program as required by Florida Statute.	Scott McDermid, Public Safety Director Louis Lamarche, Interim Fire Chief	Ongoing. Agenda Item on the April 19, 2010 Agenda requesting approval to advertise public hearing to consider adopting Firesafety Inspection Ordinance.
	Stewart	Direct staff to look into obtaining a security-scanning device for the Commission Chambers for security purposes	Doug Jones, Public Services Director John Taylor, Facilities Management	Ongoing. Equipment has been ordered; awaiting for delivery, and to coordinate with the Sheriff's Office to man the machine.

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May 5, 2009	Kessler	Direct staff to address the issue of retro-fitting mobile units and report back to the Board with their findings	Lindsay Stevens, Assistant County Administrator Luther Council, Building Official Pad Juarez, DOH	Ongoing. Staff is researching and coordinating with Health Department to prepare a memo. Anticipated memo to the Board in May 2010.
April 21, 2009	Stewart	Direct staff to work on sun setting (suggested 18 months) policy for platted subdivisions and bring back a report to the May 19, 2009 Board Meeting with options	Lindsay Stevens, Assistant County Administrator Cleve Fleming, Public Works Director Heather Encinosa, County Attorney	Ongoing. Staff working with Public Works and County Attorney to generate a policy for sun setting capacity dedication for purposes of sewer, roads, etc. Public Works staff compiling information regarding committed sewer capacity.
March 17, 2009	Artz	Direct staff to identify ways to increase local demand for solar thermal	Tim Barden, Assistant County Administrator Ray Gray, Parks & Rec. Director John Taylor, Facilities Management Doug Jones, Library Director	Ongoing. Staff is looking into solar thermal for the Courthouse and Community Center. Staff attended local solar thermal class. Staff has also held meetings with national energy conservation providers and is working on an agenda item at present. Currently, staff is looking into attending in another solar thermal class.
December 1, 2008	Artz	Direct staff to schedule educational workshops on Public Records for all Wakulla County Employees; and staff to work on revising the Public Records Policy	Virginia Dekle, OMB Analyst Heather Encinosa, County Attorney	Partially Complete. Staff has participated in the Public Records Training. The Public Records Request Form is now available on website. Policy Revision Agenda item anticipated Spring 2010.
	Artz	Direct staff to propose a schedule for periodic collaborative meetings with appropriate regional and local municipalities and other entities	Jessica Welch, Policy & Public Information Coordinator	Ongoing. E-mail was sent to City of St. Marks to participate in joint meeting. Staff is further communicating w/ Sopchoppy & St. Marks to solicit a date and time to meet; anticipated Spring 2010.