Central Florida Regional Planning Council

August 13, 2014
Sebring Airport Authority Boardroom
128 Authority Lane
Sebring, FL 33870
9:30 a.m.

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. and led the Council in prayer. The Council Pledged Allegiance to the Flag, and roll was called. The following members were present.

CFRPC Chairman, City Commissioner Pat Huff, Ridge League of Cities, City of Bartow
CFRPC Vice-Chairman, Councilman Clayton Williams, City of Okeechobee
Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
City Councilwoman Neda Cobb, Wauchula
Commissioner Ron Handley, Highlands County
Commissioner Ray Domer, Okeechobee County
City Commissioner Edie Yates, Lakeland
City Commissioner J.P. Powell, Winter Haven
Jennifer Stults, Florida Department of Transportation, Ex-officio
Gary Ritter, South Florida Water Management District, Ex-officio
Kevin Denny, Hardee County Planning Director, Ex-officio
Tom Cookingham, DeSoto County Planning Director, Ex-officio

Members absent:

City Councilman Robert Heine, Arcadia
Commissioner Sue Birge, Hardee County
Chet Huddleston, Hardee County Gubernatorial Appointee
City Councilman Bud Whitlock, Sebring
Commissioner Melony Bell, Polk County
Dr. Marshall Goodman, Polk County Gubernatorial Appointee
Mark Hill, Highlands County Development Services Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio
Gina Reynolds, Florida's Heartland Regional Economic Development Initiative, Ex-officio
Jim Golden, Southwest Florida Water Management District, Ex-officio

Under announcements, Chairman Pat Huff presented Chuck Carter, Program Manager, a certificate of recognition for his ten years working with the Council.

Due to the death of a key staff member, Kim Hansel of the City of Winter Haven, Commissioner Powell would need to leave the meeting early. To accommodate this, Chairman Huff said Agenda item #3 was being moved to after the action items on the Agenda.

AGENDA ITEM #1 PUBLIC COMMENTS

Bill Youngman, Highlands County Tea Party, stated he was involved in the Avon Park Bombing Range overlays in Highlands County. He said they asked a lot of questions but never got a lot of answers. He asked why they had to have Military Airport Zone (MAZ) III when there is nothing involved in it. He stated that he also was involved with the Parks Workshop, and he was disappointed that no one from Highlands County was at the meeting. It looked like the entire object of the workshop was to see how much money they could spend. He will start attending all CFRPC meetings so he can find out what they do and are they really needed.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. June 11, 2014, Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the June 11, 2014, Council Meeting Minutes.

MOTION

There being none, Jackie Tucker moved to approve the June 11, 2014 Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

B. August, 2014 Finance Report

Kristen Guy, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended July 31, 2014. Discussion followed.

MOTION

Buddy Mansfield moved to approve the July 31, 2014 Financial Report as presented. J.P. Powell seconded.

Motion carried unanimously.

AGENDA ITEM #3 UPDATE ON EMERGENCY MANAGEMENT AND PREPAREDNESS AND HAZARDOUS MATERIALS PROGRAMS

Showing a PowerPoint presentation, Chuck Carter, Program Manager, reviewed the Emergency Management and Preparedness, and the Hazardous Materials Programs with the Council. He mentioned that the State of Florida Hazardous Materials Emergency Preparedness (HMEP) contract is used to plan and conduct training exercise scenarios. HMEP exercise scenarios are required to include a transportation component. An exercise scenario with the City of Lakeland was held earlier this year that involved a train derailment.

Mr. Carter stated that the Small Quantity Generators (SQG) of hazardous waste is a program that conducts inspections on 20% of the sites in each of the three counties' facilities each year for five years. The three counties are DeSoto, Hardee and Okeechobee. Highlands and Polk Counties operate their own SQG programs. Facilities inspected are those that create hazardous waste as a product or a by-product of their business, but are less hazardous than those monitored in the Hazardous Analysis (Ha) program.

Mr. Carter explained that the Hazards Analysis contract funds are used to conduct site visits of facilities that maintain onsite Extremely Hazardous Substances that are used in their daily business. This contract is for facility inspections in DeSoto, Hardee and Okeechobee Counties. The facilities that are inspected are mandated by the state.

The Council supports the Local Emergency Planning Committee (LEPC) which is made up of emergency responders from public and private agencies within the five county region. The group meets quarterly and is responsible for keeping the Hazardous Materials Emergency Plan for each county current. Discussion followed.

AGENDA ITEM #4 APPROVAL OF LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REGION 7, AND HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACTS

A. Local Emergency Planning Committee (LEPC) Contract

Pat Steed, Executive Director, stated this is a reoccurring contract that supports the LEPC, District 7. The LEPC contract is estimated to be in the amount of $40,909. She provided scope of work information.

MOTION

Jackie Tucker moved to approve the LEPC pending contract and to authorize the chairman's signature. Edie Yates seconded.

Motion carried unanimously.

B. Hazardous Materials Emergency Preparedness (HMEP) Contract

Pat Steed stated this is a reoccurring contract that supports LEPC, District 7. The HMEP contract is estimated to be in the amount of $54,345. She provided scope of work information.

MOTION

Ron Handley moved to approve the HMEP pending contract and to authorize the Chairman's signature. Edie Yates seconded.

Motion carried unanimously.

Pat Steed explained that at the June 11, 2014, Council Meeting, the Council authorized the Chairman to sign the Hazards Analysis (HA) contract, when it arrives. She also explained at the June meeting that staff would be taking over some of the State's review responsibilities of all HA contracts. Since then, the State has determined that will not take place at this time, but may next year. Therefore, it will be the standard HA contract this year.

AGENDA ITEM #5 APPLICATION FOR DEPARTMENT OF DEFENSE, OFFICE OF ECONOMIC ADJUSTMENT GRANT AWARD

This item was moved to the September Council Agenda.

AGENDA ITEM #6 STATUS OF HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) FORMATION

Pat Steed reported that the Apportionment Plan Package was approved by the eight local governments and now has been submitted to FDOT for review. From there it will go to the Governor's office for review and for the designation to create the six-county Heartland Regional Transportation Planning Organization (HRTPO). CFRPC staff continues to work closely with Highlands County staff. Discussion followed.

AGENDA ITEM #7 TRANSPORTATION DISADVANTAGED (TD) AND TRANSIT FUNDING UPDATE

Pat Steed referred to a summary of the current status of all transit funding sources and briefed the Council on expected impacts on transit services.

Marcia Staszko, Transportation Disadvantaged Director, updated the Council on the current status of the Transportation Disadvantaged operational issues. The Community Transportation Coordinator (CTC) changed scheduling software, and with that change came many challenges. Many of the problems reported to the Council in June have been addressed and resolved, resulting in the system is running smoother. The CTC continues to work on the remaining issues. Also, Medicaid made some changes as of June 1st that caused some confusion. Ms. Staszko stated that

she will soon begin the process of requesting professional proposals for a CTC for the next five year contract. She will keep the Council apprised of that process. Discussion followed.

AGENDA ITEM #8 APPOINT MEMBERS TO THE TRANSPORTATION DISADVANTAGED (TD) LOCAL COORDINATING BOARD (LCB)

Marcia Staszko referred to a list of individuals she was recommending to fill vacancies on the TD Local Coordinating Board. Those positions and individuals were as follows:

Citizen Advocates – Cameron Barnard from Highlands County and Wanda Klesper from Okeechobee.

Department of Elder Affairs – Don Hill with the Area Agency on Aging and Keven Gilds alternate for Mr. Hill.

Private Operator – Robert Layne with Positive Medical Transport.

MOTION

Buddy Mansfield moved to appoint members as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #9 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

Chairman Huff stated that he had received performance evaluations from nine Council members. The Executive Director received primarily "excellent" ratings. He commented that it was an excellent evaluation as he read the comments submitted by members regarding Ms. Steed's performance. He stated that Pat Steed was doing a great job. These evaluations will be taken into consideration when reviewing Ms. Steed's employment contract, which will be placed on the agenda for discussion at the next Council Meeting. Discussion followed.

Ms. Steed thanked Chairman Huff and the Council for their kind review.

AGENDA ITEM #10 CFRPC 40TH ANNIVERSARY ACTIVITIES

Pat Steed distributed a list of activities that were discussed at previous meetings, to celebrate the Council's 40th Anniversary. She reviewed the status of the activities, and stated that staff was on schedule for the September 10, 2014, Council Meeting and luncheon. Proclamations are scheduled to be presented at several city commission meetings in the coming weeks. Also, Ms. Steed presented a list of former members that will be sent an invitation to the September Council Meeting and luncheon.

AGENDA ITEM #11 CHANGES TO PERSONNEL POLICIES

Pat Steed presented an addition to the Personnel Policies to address employee conduct and appearance. This addition would relate to safety.

MOTION

Buddy Mansfield moved to approve the proposed changes to Personnel Policies as presented. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #12 EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported on the following work activities:

A. Planning Projects

Pat Steed reported that the Ridgewood Lakes Development of Regional Impact (DRI) is proposing a substantial deviation to the approved development order and is expected to come before the Council in 2015.

B. Grant Status

Ms. Steed reported that the CFRPC assisted seven local governments in the region to submit their Department of Economic Opportunity (DEO) Community Planning Technical Assistance grant applications.

C. Florida Regional Councils Association (FRCA) and Policy Board

Ms. Steed announced that the FRCA Policy Board will be meeting this week, in conjunction with the League of Cities meeting, in South Florida. Chairman Pat Huff, who currently serves as First Vice-Chairman of the Policy Board, is expected to be elected as the new Chairman of the Policy Board for next year.

D. Awards

Ms. Steed announced that the Florida Planning and Zoning Association awarded the 2014 Outstanding Plan and Study Award to the CFRPC. Showing the award, Ms. Steed stated that the award was for the Housing Tool Kit which was developed through a partnership between the CFRPC and the Schimberg Center for Housing at the University of Florida. One of the key components of the project was prepared by Kevin Denny, Hardee County Planning Director. She stated that this project also won the Florida Chapter of the American Planning Association award, which will make two consecutive years the CFRPC won that coveted award for this region.

Ms. Steed reported that the National Association of Development Organizations (NADO) was conducting a 2014 Photo Contest, where organizations submit photos taken by staff members of places and projects on which they have worked. Six photos of various places and activities were submitted on behalf of this region. She asked Council members to go to NADO Facebook Page and submit their People's Choice Vote.

AGENDA ITEM #13 OTHER BUSINESS

The next meeting was scheduled for September 10, 2014, at the Bartow Public Library, in Bartow, at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

W. Patrick Huff

W. Patrick Huff, Chairman
August 13, 2014 Council Meeting Minutes