



Central Florida Regional Planning Council

December 10, 2014

Bartow Public Library

2nd Floor Conference Room

2150 South Broadway Avenue

Bartow, FL 33830

9:30 a.m.

Meeting Minutes

Chairman Pat Huff called the meeting to order at 9:30 a.m. Clayton Williams led the Council in prayer. The Council Pledged Allegiance to the Flag.

New Member Oath-of-Office:

Council Attorney, Norman White administered the Oath-of-Office to Okeechobee County Commissioner Bryant Culpepper.

Roll was called and the following members were present:

CFRPC Chairman, Mayor, 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

Bryant Culpepper, Okeechobee County Commissioner

Commissioner Melony Bell, Polk County

City Commissioner Edie Yates, Lakeland

City Commissioner J.P. Powell, Winter Haven

Tom Deardorff, Polk County Director of Growth Management, Ex-officio

Laura Lockwood, representing Jennifer Stults, Florida Department of Transportation, 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 Ron Handley, Highlands County

Mark Hill, Highlands County Development Services Director, Ex-officio

Dr. Marshall Goodman, Polk County Gubernatorial Appointee

Tom Cookingham, DeSoto County Planning Director, Ex-officio

Bill Royce, Okeechobee County Planning Director, Ex-officio

Gina Reynolds, Florida's Heartland Rural Economic Development Initiative, Ex-officio

Jim Golden, Southwest Florida Water Management District, Ex-officio

Mary Yeargan, Florida Department of Environmental Protection

Announcements

Chairman Pat Huff presented Okeechobee City Commissioner Clayton Williams with a framed Certificate of Appreciation for the time he served as Council member and Vice Chairman of the Council.

Commissioner Williams thanked the Council and staff. He served on the Council since 2003 and stated that he has enjoyed serving and will miss fellow Council members and staff.

Pat Steed thanked Commissioner Williams for his wisdom and graciousness throughout his tenure on the Council. The Council wished him well in his retirement.

Pat Steed stated that staff prepared homemade treats for the Council, as they do each December, to thank the Council members for their service, and to wish them a Merry Christmas. She recognized those staff members who were in attendance.

ADDITION OF NEW AGENDA ITEM

Chairman Huff stated that an agenda item needed to be added. Resolution Number 2014-12G, authorizing a Joint Participation Agreement (JPA) with the Florida Department of Transportation (FDOT), and was added to Agenda Item #5. The exhibit for that additional Agenda Item was distributed to each Council member.

AGENDA ITEM #1 PUBLIC COMMENTS

Chairman Huff opened the public comment period. The public comment period closed with no comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. October 8, 2014, Council Meeting Minutes

Chairman Huff asked if there were any additions, deletions or corrections to the October 8, 2014, Council Meeting Minutes.

MOTION

There being none, Melony Bell moved to approve the Council Meeting Minutes as submitted. Edie Yates seconded.

Motion carried unanimously.

B. November, 2014 Financial Report

Kristen Guy, Finance Director, reviewed the Statement of Net Assets and Statement of Activities for the month ended November 30, 2014. Discussion followed.

MOTION

Jackie Tucker moved to approve the November 2014 Financial Report as presented. Melony Bell seconded.

Motion carried unanimously.

AGENDA ITEM #3 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND FLORIDA'S TURNPIKE ENTERPRISE TENTATIVE FIVE YEAR WORK PROGRAM PUBLIC HEARING

Laura Lockwood, Community Liaison Administrator for FDOT District One, opened the public hearing at approximately 9:45 a.m. Introducing FDOT staff accompanying her, Ms. Lockwood conducted a public hearing addressing FDOT's Tentative Five Year Work Program for FY 2015/16 – 2019/20, followed by a public comment period. This public hearing was conducted pursuant to Section 339.135(4)(c), F.S. and included a video presentation. The public was invited to review the FDOT and Turnpike District's Tentative Five Year Work Program and to provide comments. One citizen, Joanna Drinkwater from DeSoto County, addressed the FDOT during the public hearing. The public hearing closed at approximately 10:15 a.m. FDOT staff was available prior to and immediately following the presentation for questions, informal discussion and assisting the public.

AGENDA ITEM #4 PUBLIC HEARING FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 CAPITAL GRANT AND JOINT PARTICIPATION AGREEMENT FOR HEARTLAND RURAL MOBILITY PROGRAM

Pat Steed reported that since the last Council Meeting, the Governor has officially designated the Heartland Regional Transportation Planning Organization (HRTPO). Staff has been working with Highlands County and DeSoto, Glades, Hardee, Hendry and Okeechobee Counties, as well as Sebring and Avon Park.

A. Heartland Rural Mobility Management Program Review and Resolution 2014-12A

Sherry Carver, Mobility Coordinator, stated that this public hearing was properly advertised and staff was prepared to conduct the hearing, however, no requests were received to hold a public hearing.

Ms. Carver presented a PowerPoint presentation showing the efforts being made to enhance mobility in the Heartland through the Heartland Rural Mobility Plan. She presented specific Mobility Management Program information for each of the individual counties in the region.

Ms. Carver stated that staff had prepared an FTA Section 5311 Capital Funds grant application for FY 2015-16, which will continue funding the Mobility Management Program. She requested the Council adopt Resolution 2014-12A, which gives the Executive Director the authority to submit the application and administer the grant.

MOTION

J.P. Powell moved to adopt Resolution 2014-12A as presented. Melony Bell seconded.

Motion carried unanimously.

B. Authorize Joint Participation Agreement (JPA) and Resolution 2014-12B

Sherry Carver stated that staff submitted an application to FDOT for FTA Section 5311 Capital Funds earlier in the year. FDOT is requiring a Resolution authorizing the Executive Director to sign a JPA to receive these funds. She requested the Council adopt Resolution 2014-12B, which gives the Executive Director authority to sign the JPA and to receive these funds.

MOTION

J.P. Powell moved to adopt Resolution 2014-12B as presented. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #5 TRANSPORTATION PROGRAM OVERVIEW AND GRANTS

Showing a PowerPoint presentation, Marcia Staszko, Transportation Disadvantaged Program Director, explained the Council's role in the statewide Transportation Disadvantaged Program. She showed current TD Program statistics and the role the Council has in the three county area of Hardee, Highlands and Okeechobee. Ms. Staszko presented grant applications and asked the Council to adopt resolutions associated with each of the grants.

A. Resolution 2014-12C, FTA 5311 Operating Grant

MOTION

J.P. Powell moved to adopt Resolution 2014-12C as presented. Edie Yates seconded.

Motion carried unanimously.

B. Resolution 2014-12D, FTA 5310 Operating Grant

MOTION

Jackie Tucker moved to adopt Resolution 2014-12D as presented. Edie Yates seconded.

Motion carried unanimously.

C. Resolution 2014-12E, State Transit Discretionary Program

MOTION

J.P. Powell moved to adopt Resolution 2014-12E as presented. Edie Yates seconded.

Motion carried unanimously.

D. Resolution 2014-12F, FTA 5307 Grants

MOTION

J.P. Powell moved to adopt Resolution 2014-12F as presented. Edie Yates seconded.

Motion carried unanimously.

ADDITION TO AGENDA ITEM #5

Pat Steed presented a chart showing the Federal Transit Administration (FTA) Programs Administered by the Council, and how the newly designated Heartland Regional Transportation Planning Organization (HRTPO) would affect the public transportation programs in Highlands County.

Ms. Steed stated that funds are available to develop a Long Range Transportation Plan for the six counties of the HRTPO Area. She asked the Council to adopt Resolution 2014-12G, which would authorize a Joint Participation Agreement (JPA) with FDOT.

E. Resolution 2014-12G, Authorizing JPA with FDOT

MOTION

J.P. Powell moved to adopt Resolution 2014-12G as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #6 FY 2015 TRANSPORTATION DISADVANTAGED REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY TRANSPORTATION COORDINATOR (CTC) FOR HARDEE, HIGHLANDS AND OKEECHOBEE COUNTIES

Marcia Staszko stated that every five years, the Council goes through a Request for Proposals (RFP) process to select a Community Transportation Coordinator (CTC) to provide transportation

coordination for the three county area. She reviewed the schedule of activities to complete the RFP process. A copy of the RFP was included in the Council's meeting materials. Discussion followed.

MOTION

J.P. Powell moved to approve the RFP process and schedule of activities as presented. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #7 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PRESENTATION ON FREIGHT TRANSPORTATION

Keith Robins, Florida Department of Transportation (FDOT) District One Freight Coordinator, described the Freight Coordinator job responsibilities. There is a Freight Coordinator in all the FDOT districts and it is a newly created position. He provided an overview presentation of key freight issues currently in FDOTs Work Plan. Discussion followed.

AGENDA ITEM #8 AUDIT REPORT FOR THE YEAR ENDING SEPTEMBER 30, 2014

Mike Carter and Trisha Floyd, with CliftonLarsonAllen, LLP, Certified Public Accountants, presented a PowerPoint presentation overview of the Council's Annual Audit for FY 2013-2014. The Council was given an Unqualified Opinion and no reportable items or audit adjustments were noted. Mr. Carter presented a six year history of revenues and expenditures and noted trends in each category. Mr. Carter noted that last year the CFRPC received the Government Finance Officers Association Certificate of Achievement which is a major accomplishment for a small organization.

Trisha Floyd reviewed the report regarding Internal Control over Financial Reporting, the Independent Auditors Report on Compliance, and the Management Letter. She stated that there were no findings in any of the reviews. Discussion followed.

MOTION

J.P. Powell moved to accept the FY 2013-14 Audit Report and Audited Financial Statements as presented. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #9 UPDATE TO COUNCIL POLICIES

Pat Steed presented a Title VI Nondiscrimination Program Policy Statement to add to the Council's Personnel Policies and Procedures. She explained the need for the Policy Statement and asked for its approval.

MOTION

Jackie Tucker moved to approve the Title VI Nondiscrimination Program Policy Statement and accompanying procedure as presented. Edie Yates seconded.

Motion carried unanimously.

Ms. Steed referred to the existing "Sexual Harassment" Policy in the Council's Personnel Policies and Procedures. She requested approval to remove the existing policy and replace it with a harassment policy which would be in compliance with current standards.

MOTION

J.P. Powell moved to authorize the removal of the existing policy and replace it with the policy language as presented. Edie Yates seconded.

Motion carried unanimously.

AGENDA ITEM #10 ELECTION OF COUNCIL OFFICERS FOR 2014

Clayton Williams, Chairman of the Nominating Committee, stated that the Nominating Committee met at 9:00 a.m. just prior to this Council meeting, to consider candidates for offices of the Council for 2015. He stated that the Committee nominated Buddy Mansfield as Chairman for 2015, and Edie Yates to serve as Vice-Chairman.

MOTION

There being no other nominations, J.P. Powell moved to elect the slate of officers for 2015 as nominated. Bryant Culpepper seconded.

Motion carried unanimously.

AGENDA ITEM #11 APPOINT MEMBERS TO THE FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD

Chairman Elect Buddy Mansfield asked Jackie Tucker and Pat Huff to continue serving, along with himself, on the FRCA Policy Board for 2015. They both agreed.

AGENDA ITEM #12 APPOINT MEMBERS TO FINANCE COMMITTEE

The Chairman Elect Buddy Mansfield asked Edie Yates, Neda Cobb and Bryant Culpepper to serve as the Council's Finance Committee for 2015.

Commissioner Culpepper respectfully declined, saying he was currently filling Commission Ray Domer's vacant position on the Council, and he would rather wait until the Governor appoints someone to fill his seat.

The third member will be appointed at the next meeting.

AGENDA ITEM #13 EXECUTIVE DIRECTOR'S REPORT

A. Florida Regional Councils Association

Pat Steed distributed a copy of the 2013-14 Florida Regional Councils Association Annual Report and Directory to each member, and pointed out the "President's Message", on the inside cover, which was from the Council Chairman Pat Huff, who is the current President of FRCA. She referred to a chart showing all the programs in which each RPC in Florida is involved. She pointed out that the CFRPC was involved in a many of the programs and activities.

B. Staff Activities

Ms. Steed stated that she planned for Helen Sears, Program Director, to attend this meeting before her retirement to Minnesota, which occurred sooner than expected. Staff held a retirement party where she was presented with a commemorative clock presented to her by Chairman Pat Huff. The party was attended by her friends and colleagues who came to say goodbye.

Ms. Steed reported that Sherry Carver, Mobility Manager, made a presentation at the National Rural Transportation Peer Learning Conference regarding Small Urban and Rural Transportation. She stated that they frequently referenced the CFRPC as an example of a regional agency engaging in support of transportation in the rural and small urban areas.

She also reported that she and Chairman Pat Huff recently participated in the Sayfie Leadership Conference, and listened to many ideas to improve Florida's future. She reported that among the main ideas discussed was the need to reach areas in the state that have not been tapped, such as those in the Heartland, for Eco-Tourism. She added that it was very encouraging.

She reported that Colleen Burton, who left the Council staff to pursue a seat on the Florida House of Representatives, was sworn in last month.

Ms. Steed thanked Chairman Pat Huff for serving as Chairman for the last four years and for his leadership, guidance and wisdom on the Council.

AGENDA ITEM #14 OTHER BUSINESS

Set date, time, and location for next meeting.

Ms. Steed stated that the next meeting would be held in Polk County since staff was anticipating a Development of Regional Impact (DRI) Public Hearing for Ridgewoods Lakes. It will be held in Winter Haven at their Chain of Lakes Complex on February 11, 2015, at 9:30 a.m.

She stated that staff will be offering DRI orientation to the new members prior to the February meeting.

Chairman Huff thanked the staff for providing the Christmas baked goods and other treats for the Council's Christmas meeting.

There being no further business, the meeting adjourned.

Respectfully submitted,



W. Patrick Huff, Chairman

December 10, 2014 Council Meeting Minutes