



**Central Florida Regional Planning Council  
June 10, 2015  
Sebring Airport Boardroom  
128 Authority Lane  
Sebring, FL 33870  
9:30 a.m.**

**Meeting Minutes**

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White 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 the Council's new Gubernatorial Appointees as follows: Donna Howerton representing Highlands County; Elvie Posey, representing Okeechobee County; and Hazel Sellers and Jeff Kincart, both representing Polk County.

Roll was called and the following members were present.

CFRPC Chairman Commissioner Buddy Mansfield, DeSoto County  
City Councilman Joe Fink, City of Arcadia  
Jackie Tucker, DeSoto County Gubernatorial Appointee  
City Councilwoman Neda Cobb, City of Wauchula  
Commissioner Don Elwell, Highlands County  
Mayor John Shoop, City of Sebring  
Donna Howerton, Highlands County Gubernatorial Appointee  
Commissioner Bryant Culpepper, Okeechobee County  
City Commissioner, Mike O'Connor, City of Okeechobee  
Elvie Posey, Okeechobee County Gubernatorial Appointee  
Commissioner Melony Bell, Polk County  
Hazel Sellers, Polk County Gubernatorial Appointee  
Jeff Kincart, Polk County Gubernatorial Appointee  
City Commissioner, J.P. Powell, Winter Haven  
Todd Miller, Hardee County Planning Director, Ex-officio  
Jennifer Stults, Florida Department of Transportation, Ex-officio  
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio

Members absent:

Commissioner Mike Thompson, Hardee County



Chet Huddleston, Hardee County Gubernatorial Appointee  
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities  
Commissioner Edie Yates, City of Lakeland  
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  
Mary Yeargan, Department of Environmental Protection, Ex-officio

### **Announcements**

Pat Steed welcomed the new Gubernatorial Appointees, and provided a brief overview of the history of the Council and how it was created, as well as its programs and budget. Ms. Steed introduced the Council staff that was present.

Ms. Steed announced that the Council was recently awarded the Government Finance Officers Association Certificate of Achievement for the second consecutive year for the Council's financial reports and audits. She credited and thanked the Council for their guidance, and the Council's Finance Director, Kristen Labbe for her hard work.

### **AGENDA ITEM #1 PUBLIC COMMENTS**

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

### **AGENDA ITEM #2 COUNCIL ADMINISTRATION**

#### **A. May 13, 2015 Council Meeting Minutes**

Chairman Mansfield asked if there were any additions, deletions or corrections to the May 13, 2015 Council Meeting Minutes.

#### **MOTION**

There being none, Jackie Tucker moved to approve the Council Meeting Minutes as submitted. John Shoop seconded.

Motion carried unanimously.

#### **B. May 2015 Financial Report**

Kristen Labbe, Finance Director, reviewed the Statement of Activities and Statement of Net Assets for the month ended May 31, 2015.

**MOTION**

J.P. Powell moved to approve the May 2015 Financial Report as presented. Melony Bell seconded.

Motion carried unanimously.

**AGENDA ITEM #3 RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

Pat Steed presented a PowerPoint overview of the Council's finances, including a breakdown of revenue sources and how the funds are used. She also described several of the Council's major projects and programs.

Pat Steed stated that the Finance Committee met on June 2, 2015 to review the following budget items in detail and the Committee is recommending approval of each item presented to the Council.

**A. Budget Amendment for FY 2014-15**

Ms. Steed reviewed and explained each amendment being proposed in Local Revenue, State Revenue and Federal Revenue. The total amended revenue was \$3,179,548. Ms. Steed reviewed the Council's corresponding expense budget.

**MOTION**

J.P. Powell moved to approve the Budget Amendment for FY 2014-15 as presented. Jackie Tucker seconded.

Motion carried unanimously.

**B. FY 2015-16 Member Assessments**

Ms. Steed stated that staff is proposing no change to the current Member Assessments. The assessments are set at \$0.25 per capita for each of the Council's five counties. The amount for each county will be calculated using Bureau of Economic and Business Research (BEBR) Population Estimates for 2014.

**MOTION**

Melony Bell moved to approve the \$0.25 per capita Member Assessments for FY 2015-16, as presented. Hazel Sellers seconded.

Motion carried unanimously.



### **C. Proposed FY 2015-16 Annual Budget**

Ms. Steed reviewed the proposed Local, State and Federal Revenue expected in the FY 2015-16 Annual Budget. Total revenue was proposed at \$3,677,413. Ms. Steed reviewed the proposed expenses for FY 2015-16, explaining any significant changes from the current year budget. Total expenses were also proposed at \$3,677,413. The proposed budget included a three (3) percent salary increase for all salaried, non-probationary staff. Discussion followed.

#### **MOTION**

J.P. Powell moved to adopt the Proposed FY 2015-16 Annual Budget as presented. Bryant Culpepper seconded.

Motion carried unanimously.

### **D. Staffing Chart**

Ms. Steed presented the organizational chart showing staff positions for FY 2015-16.

#### **AGENDA ITEM #4 APPROVE AUDIT ENGAGEMENT LETTERS**

Ms. Steed referred to the Audit Engagement Letter with CliftonLarsonAllen, LLP, CPA firm. The fee for this audit year will be \$19,425 which is a slight increase from last year.

#### **MOTION**

Jackie Tucker moved to authorize the Chairman and the Executive Director to sign the Audit Engagement Letter as presented. J.P. Powell seconded.

Motion carried unanimously.

#### **AGENDA ITEM #5 CONTRACT WITH FLORIDA DEPARTMENT OF EMERGENCY MANAGEMENT (FDEM) FOR HAZARDS ANALYSIS (HA) SERVICES**

Pat Steed stated that this contract is with the Florida Department of Emergency Management for Hazards Analysis services. This is a re-occurring contract and she referred to the Scope of Work, which was in the meeting materials. The Council is currently contracted with DeSoto, Hardee and Okeechobee Counties to conduct their HA inspections. Polk and Highlands Counties conducts their own inspections. Ms. Steed requested the Council authorize the Chairman to execute the agreement with FDEM.

## **MOTION**

Hazel Sellers moved to authorize the Chairman to execute the Hazards Analysis agreement with FDEM. J.P. Powell seconded.

Motion carried unanimously.

## **AGENDAFDA ITEM #6 FLORIDA POWER & LIGHT PRESENTATION**

Rae Dowling, Area Manager of External Affairs for Florida Power and Light (FP&L), and colleagues Agnes Ramsey, Sophia Eccleston and John Tessier, presented a PowerPoint report updating the Council on several energy projects in the region, including the Okeechobee Clean Energy Center and the DeSoto Citrus Solar Project. Their report also included information regarding the FP&L Southeast Connection Gas Pipeline running through portions of Polk County and Okeechobee County. Discussion followed.

## **AGENDA ITEM #7 TRANSPORTATION DISADVANTAGED AND RURAL TRANSIT UPDATE**

### **A. Community Transportation Coordinator (CTC) Decision Update**

Marcia Staszko updated the Council on the Transportation Disadvantaged (TD) Commission's decision regarding the Community Transportation Coordinator (CTC) for Hardee, Highlands and Okeechobee Counties. At their meeting on June 2, 2015, the Commission voted to approve the Council's recommendation to contract with MV Transportation, Inc. to serve as the CTC for the next five year contract period. Since that decision by the TD Commission, Transdev Transportation, Inc., the current CTC, filed a legal protest of that decision. The protest is currently going through the legal process, and staff will keep the Council updated on its status. Ms. Staszko added that the current CTC has been given an extension to continue serving as CTC through August 31, 2015, to assure continued coverage while the protest is being considered and until a decision is made. Discussion followed.

### **B. Transit Grants Update**

Pat Steed distributed a chart showing the Council's public transit grants with their estimated end dates, and reviewed each grant's status individually. Due to the Highlands County Urbanized Area no longer being eligible for rural transit funds, Ms. Steed stated that staff has worked with FDOT to secure State Transit Discretionary Funds for the Highlands County Urbanized Area to fill the gap until FTA Section 5307 transit funds begin. Those funds are tied to the formation of the Heartland Regional Transportation Planning Organization (HRTPO), which occurred on April 29, 2015.

**AGENDA ITEM #8 ACTIVITIES OF THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Pat Steed stated that at the May 13, 2015 Council meeting, the Council approved the Staff Services Agreement between the Heartland Regional Transportation Planning Organization (HRTPO) and the Central Florida Regional Planning Council to provide technical administrative services and to administer the grants. The HRTPO is a new entity and will be kept separate, but will be administered from the CFRPC office. Ms. Steed explained that CFRPC's services will be billed to the HRTPO. Grant funding requests will be submitted to FDOT for reimbursement of funds. The professional services and expertise on staff will be utilized for both the Council and the HRTPO. Ms. Steed stated that since the May Council Meeting, the Federal Highway Administration (FHWA) approved the Unified Planning Work Program (UPWP), which describes the funding and details the specific work that is required to be accomplished in order to meet those requirements. The next meeting of the HRTPO is scheduled for June 24, 2015, in Sebring at the Highlands County Board of County Commission Chambers. Staff is continuing to work on the Long Range Transportation Plan (LRTP).

Jennifer Stults, FDOT, congratulated staff on getting the UPWP approved, and stated that it is a key requirement in order to begin receiving funding for the HRTPO. Also, she announced that FDOT was just informed by the FHWA that they would be providing the full year's allocation of funding, as opposed to a pro-rated portion, to the HRTPO. Ms. Stults explained that getting the HRTPO up and running is equivalent to starting a new business from scratch. The only difference being it is a government agency. It requires extensive work, and FDOT is glad CFRPC is partnering with Highlands County and the other local governments to assist in the process. She added that Jeff Diemer, FDOT, has been assigned to work with the HRTPO only. He is available to assist where and when needed. Ms. Stults concluded that it is a great accomplishment to get to this point. There are many milestones ahead, and FDOT is looking forward to helping the HRTPO achieve them.

**AGENDA ITEM #9 SERDI, NADO, NARC, FRCA**

Pat Steed stated that the CFRPC is a member of and receive benefits from several professional organizations. By joining these organizations, they have created pools of expertise and services which benefit the counties as well as local governments. It also allows members to access resources that they would not otherwise have access to. The organizations that the CFRPC is a member of are the Southeastern Regional Director's Institute (SERDI), the National Association of Development Organizations (NADO), and the National Association of Regional Councils (NARC). The benefits received by CFRPC include training, networking with state and federal legislators and agency heads, and sharing valuable information. The Council is also a member of the Florida Regional Councils Association (FRCA), which is a State level organization consisting of all ten Regional Planning Councils in Florida. She reminded members that the FRCA Policy Board meeting was scheduled for July 10, 2015. The Policy Board Members representing the CFRPC are Chairman Buddy Mansfield, Ms. Jackie Tucker and Commissioner Pat Huff, who is the current President of

the Policy Board. Ms. Steed added that the CFRPC is also an Economic Development District as designated by the US Department of Commerce since the 1970s.

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

Pat Steed reported that staff is finishing up work on several contracts that will be ending June 30<sup>th</sup>. She mentioned that a large portion of the Council's revenue is invoiced on a quarterly basis. Until those funds are invoiced and received, the Council's budget will show a negative balance.

**AGENDA ITEM #11 OTHER BUSINESS**

No meeting will be held in July. The next regular meeting of the Council is scheduled for August 12, 2015, at 9:30 a.m. The location will be announced.

There being no further business, the meeting adjourned.

Respectfully submitted,

  
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Commissioner Buddy Mansfield, Chairman  
June 10, 2015 Council Meeting Minutes