



**Central Florida Regional Planning Council
June 8, 2016
Highlands County Commission Board Room
600 South Commerce Avenue
Sebring, FL
9:30 a.m.**

Meeting Minutes

Chairman Buddy Mansfield called the meeting to order at 9:30 a.m. Norman White offered the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present.

Chairman, Commissioner Buddy Mansfield, DeSoto County
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Mike Thompson, Hardee County
City Councilmember Neda Cobb, City of Wauchula
Commissioner Don Elwell, Highlands County
Mayor John Shoop, City of Sebring
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County
School Board
City Commissioner, Mike O'Connor, City of Okeechobee
Elvie Posey, Okeechobee County Gubernatorial Appointee
City Commissioner Pat Huff, City of Bartow and Ridge League of Cities
City Commissioner, William Twyford, City of Winter Haven
Earl Hahn, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio
Ben Dunn, Highlands County Development Services Director, Ex-officio
Debbie Chesna, Florida Department of Transportation, Ex-officio
Elizabeth "Libby" Maxwell, South Florida Water Management District, Ex-officio
John Iglehart attended for Mary Yeargan, Department of Environmental Protection,
Ex-officio
Tara Poulton attended for Cindy Rodriguez, Southwest Florida Water Management
District, Ex-officio

Members absent:

City Councilmember Joe Fink, City of Arcadia
Vice-Chair, Commissioner Edie Yates, City of Lakeland
Chet Huddleston, Hardee County Gubernatorial Appointee
Commissioner Bryant Culpepper, Okeechobee County



Commissioner Melony Bell, Polk County
Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board
Jeff Kincart, Polk County Gubernatorial Appointee
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Dearnorff, Polk County Director of Growth Management, Ex-officio

Announcements

Pat Steed, Executive Director, read a thank-you note to the Council from Marcia Staszko, former employee of the Council, for the commemorative clock and the retirement party held in her honor after the April 13, 2016 Council Meeting. Ms. Steed introduced Ken Harley, the new Transportation Disadvantaged Manager, and stated that Mr. Harley has many years of experience in Transportation Disadvantaged including in Lake County.

Ms. Steed stated that earlier this month, Jennifer Codo-Salisbury accepted an award on behalf of the Council from the Florida Planning and Zoning Association, for the 2016 Outstanding Redevelopment plan on the East Lake Parker/West North Combee Brownfields Areawide Plan. She thanked the Council for their support in pursuing this project.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 13, 2016, Council Meeting Minutes

Chairman Mansfield asked if there were any changes to the April 13, 2016 Council Meeting Minutes.

MOTION

There being none, Pat Huff moved to approve the Council Meeting Minutes as submitted. Don Elwell seconded.

Motion carried unanimously.

B. April 2016 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended April 2016. She pointed out an additional column in the Statement of Activities showing April of 2015, for comparison purposes.

MOTION

Mike Thompson moved to accepted the April 2016 Financial Report as presented. Elvie Posey seconded.

Motion carried unanimously.

AGENDA ITEM #3 HIGHLANDS COUNTY ACTIVITIES REPORT

County Administrator June Fisher highlighted major activities that are currently underway in Highlands County. A new 45,000 sq. ft. sheriff's office is being constructed. Also, three Emergency Management facilities are being replaced with new structures. A number of road projects are underway utilizing grant funding from FDOT. Ms. Fisher stated that Highlands County has recently started a program to reduce illegal dumping. Working with the Highlands County Sheriff's Office, they have hired an Environmental Deputy to investigate illegal dump sites and will prosecute the offenders. Also, Highlands County has started a vehicle tire buy-back program, in an effort to reduce tire dumping. Discussion followed.

AGENDA ITEM #4 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on May 11, 2016 to review the following budget items in detail. The Finance Committee is recommending approval of each budget item.

A. Budget Amendment for FY 2015-16

Ms. Steed reviewed each proposed amendment in Local, State and Federal Revenue. The amended total revenue was \$3,228,935. Ms. Steed also reviewed the Council's corresponding expense budget. She stated that this proposed budget included a \$1,000 one-time incentive payment to each full-time, non-probationary employee, to be paid in the current budget year. No cost of living increases are proposed in next year's budget. Discussion followed.

MOTION

Don Elwell moved to approve the Budget Amendment for FY 2015-16 as presented. Mike Thompson seconded.

Motion carried unanimously.

B. Proposed FY 2016-17 Annual Budget

Pat Steed reviewed the proposed Local, State and Federal Revenue expected in FY 2016-17 Annual Budget. Total revenue was proposed at \$3,675,707. Ms. Steed reviewed the

proposed expenses for FY 2016-17, explaining significant changes from the current year budget. Total expenses were proposed at \$3,675,707.

MOTION

Pat Huff moved to adopt the Proposed FY 2016-17 Annual Budget as presented. Mike Thompson seconded.

Ms. Steed discussed the Council's current year Fund Balance activity. She also presented Fund Balance activity information for previous years for comparison purposes.

C. FY 2016-17 Member Assessments

Ms. Steed stated that the Finance Committee is proposing no change to the current Member Assessments. The assessments are currently set at \$0.25 per capita for each of the Council's five counties. The amount for each county is calculated using Bureau of Economic and Business Research (BEBR) Population Estimates for the previous year. Ms. Steed presented a chart showing each county's estimated total member assessments.

MOTION

Don Elwell moved to approve the \$0.25 per capita Member Assessments for FY 2016-17, as presented. Pat Huff seconded.

Motion carried unanimously.

Ms. Steed presented an organizational chart showing staff positions for FY 2016-17.

AGENDA ITEM #5 APPROVE AUDIT ENGAGEMENT LETTER

Mike Carter, CliftonLarsonAllen, LLP, presented the Council's proposed annual audit engagement letter. The fee for this audit year will be \$22,500 which is an increase from last year primarily due to the HRTPO program. The audit is scheduled to begin in July, 2016 and end in December, 2016 with the audit report presented to the Council at their meeting.

MOTION

Pat Huff moved to authorize the Chairman and the Executive Director to sign the Audit Engagement Letter as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #6 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Pat Steed presented a Resolution to accept funding through a JPA from the FDOT under Section 5311, which is the Formula Grants for Rural Areas Program. The grant amount is \$596,495 which will support the Transportation Disadvantaged and rural transit programs.

MOTION

Donna Howerton moved to adopt Resolution Number 2016-6A which authorizes the Executive Director to execute and administer the grant. Pat Huff seconded.

Motion carried unanimously.

AGENDA ITEM #7 RESOLUTION FOR JOINT PARTICIPATION AGREEMENT (JPA) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Pat Steed presented a Resolution to accept funding through a JPA from the FDOT under Section 5310, which is Enhanced Mobility of Seniors and Individuals with Disabilities Program. The grant amount is \$400,000 which will support the Transportation Disadvantaged and public transit programs.

MOTION

Mike Thompson moved to adopt Resolution Number 2016-6B which authorizes the Executive Director to execute and administer the grant. Neda Cobb seconded.

Motion carried unanimously.

AGENDA ITEM #8 CONTRACT WITH THE DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) FOR HAZARDS ANALYSIS (HA) SERVICES

Pat Steed stated that this is a continuing services contract with the Florida Department of Emergency Management (DEM) for Hazards Analysis (HA) services to fund Hazardous Materials Emergency Preparedness. The contract Scope of Work was included in the Council's agenda packet. 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 DEM.

MOTION

Pat Huff moved to authorize the Chairman to execute the contract with DEM and authorize the Executive Director to administer the contract. John Shoop seconded.

Motion carried unanimously.

AGENDA ITEM #9 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed stated that several major HRTPO efforts have been underway since the last Council meeting. Staff has completed the update of the Unified Planning Work Program (UPWP), which is a two year work program for TPO planning activities and budget. The UPWP was adopted by the HRTPO on May 25, 2016. Also, it was necessary to enter into a new Joint Planning Agreement (JPA) with FDOT, which was approved on May 25, 2016 meeting. The second Transportation Improvement Program (TIP) was completed and will be presented for adoption to the HRTPO Board at their meeting on June 22, 2016. Ms. Steed stated that the Long Range Transportation Plan (LRTP) was adopted by the required deadline of March 16, 2016 by the HRTPO Board. Staff recognized at that time that it would be necessary to amend the LRTP, and staff worked with FDOT to identify amendments. A special meeting of the HRTPO Board is scheduled at 11:30 a.m. following this Council meeting, to consider the amended LRTP for adoption. Staff is also working to acquire consultants to assist in TPO technical work for the current program year. Staff continues to conduct meetings of the HRTPO Technical Advisory Committee (TAC) and the Citizens Advisory Committee (CAC), along with the HRTPO Board meetings. She urged members to visit www.heartlandregionaltpo.org for the latest HRTPO information.

AGENDA ITEM #10 SOUTH FLORIDA WATER MANAGEMENT DISTRICT PRESENTATION – SUCCESSES OF STORMWATER TREATMENT AREAS

Elizabeth Maxwell and B.J. Kattel with South Florida Water Management District (SFWMD) provided an overview of two successful Stormwater Treatment Areas (STA) in Okeechobee County. Stormwater Treatment Areas provide water quality treatment by reducing phosphorus to the maximum extent possible. These facilities also serve as significant recreation amenities in the region. Discussion followed.

AGENDA ITEM #11 EXECUTIVE DIRECTOR'S REPORT

Pat Steed stated that the Department of Defense has a program entitled Sentinel Landscapes which is a designation of the area around a military installation to identify resources to protect lands. A number of agencies toured the Avon Park Airforce Range on June 7, 2016, including Council staff. A complete report on that project is planned to present to the Council at their August meeting.

Ms. Steed reported that in May, 2016 Jennifer Codo-Salisbury presented to the Florida Defense Infrastructure Taskforce, which is a group that funds projects to protect the military missions. The presentation was made on behalf of Highlands County. Highlands County was awarded \$500,000, which was the largest single award in the state. These funds will match other grant to acquire conservation easements around Avon Park Air Force Range.

Ms. Steed reported that staff has completed the local government Technical Assistance grants from the Department of Economic Opportunity (DEO). CFRPC received a supplemental DEO grant to provide maps for local governments in DeSoto, Hardee, Highlands and Okeechobee Counties to assist in updating their comprehensive plans.

AGENDA ITEM #12 OTHER BUSINESS

The next meeting was scheduled for August 10, 2016, at 9:30 a.m. in Polk County. The venue will be announced once it is determined

Pat Steed stated that the Florida Regional Councils Association Policy Board has a meeting scheduled in July, 2016, in Pinellas County.

There being no further business, the meeting adjourned.

Respectfully submitted,



Buddy Mansfield, Chairman
June 8, 2016 Council Meeting Minutes