



Central Florida Regional Planning Council Meeting Minutes

December 12, 2018, 9:30 a.m.
Bartow Civic Center
2250 South Floral Avenue | Bartow, FL
9:30 a.m.

Meeting Minutes

Chairman Mike Thompson called the meeting to order at 9:40 a.m. Norman White offered the invocation followed by the Pledge of Allegiance.

New Member Oath of Office

Council Attorney Norman White administered the new member Oath of Office to Polk County Commissioner Rick Wilson.

Roll was called with the following members present:

Chairman, Commissioner Mike Thompson, Hardee County
Vice Chairman, City Commissioner Neda Cobb, City of Wauchula
City Councilmember Keith Keene, City of Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Don Elwell, Highlands County
Mayor John Shoop, City of Sebring
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
Commissioner Rick Wilson, Polk County
City Commissioner Nathaniel Birdsong, City of Winter Haven
City Commissioner Bill Read, City of Lakeland
City Commissioner Morris West, City of Haines City; Ridge League of Cities
Hazel Sellers, Polk County Gubernatorial Appointee; Polk County School Board
Jeff Kincart, Polk County Gubernatorial Appointee
Ben Dunn, Highlands County Development Services Director, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Commissioner Buddy Mansfield, DeSoto County
Commissioner Bryant Culpepper, Okeechobee County
City Commissioner Gary Ritter, City of Okeechobee
Earl Hahn, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Tom Deardorff, Polk County Director of Growth Management, Ex-officio

Deborah Chesna, Florida Department of Transportation, Ex-officio
Elizabeth "Libby" Pigman, South Fla. Water Management District, Ex-officio
Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Pat Steed, Executive Director, explained the need to change the meeting location at the last minute and apologized for any confusion it may have caused. Each year at the December Council meeting staff prepares homemade treats for the members to enjoy. She thanked each member for their dedication and service to the Council.

AMENDED AGENDA

Chairman Thompson asked for a motion to approve the amended agenda as presented.

MOTION

Don Elwell moved to amend the meeting agenda as requested. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 CFRPC 2018 RECOGNITIONS AND REVIEW

Ms. Steed stated that 2018 was a busy year with many awards and recognitions and milestones. She recognized the following Council staff members for their milestone years of service as staff to the Council: Jennifer Codo-Salisbury, Deputy Director, and Marisa Barmby, Program Manager for Research for Ten Years. She presented Shannon McPherson with her Ten-Year Certificate. Shannon has been with the Council for eleven years, but was unable to attend last December's meeting to receive her certificate. Ms. Steed announced that four new employees had joined the staff in the last year. Those employees were Donnie Ardeau, Program Manager; Matt Bushy, Webmaster and Graphic Designer; Ramon Ramos, Senior Planner; and Chad Allison, Program Manager.

The remaining staff members introduced themselves and stated how long they had been with the Council.

Ms. Steed listed several awards received by the Council in 2018, including the National Association of Development Organizations (NADO) Innovation Award for the South Florida Avenue (Lakeland) Complete Streets Charrette and Master Plan. This plan also received the American Planning Association (APA) Heart of Florida Section Award of Excellence, and the APA Florida Award of Merit. The HRTPO Highlands Transit Plan received the Florida Planning and Zoning Association Annual Education Award, a NADO Innovation Award, the APA Heart of

Florida Section Public Participation Award, the National Association of Regional Councils General Achievement and Leadership Award, and the Florida Public Relations Association Polk Chapter for Public Involvement. The Comprehensive Economic Development Strategy received the Florida NADO Innovation Award. For the third consecutive year, the CFRPC was recognized by Career Source Polk with a Best Places to Work Award, and for the fourth consecutive year, CFRPC received a Best Places to Work Award for Commuters. She stated that staff continues to be 100% contributors to United Way of Central Florida for eight consecutive years, with contributions for this year's campaign of over \$11,000. Council staff volunteered to deliver Thanksgiving meals for Volunteers in Service to the Elderly (VISTE) in the Bartow area. And lastly, Ms. Steed pointed out that staff donates generously each year to the Heartland for Children toy drive at Christmastime, as well as supporting many other causes throughout the region.

Ms. Steed presented a Certificate of Appreciation of Service for Polk County Commissioner Melony Bell, who was recently elected State Representative. Also, for Okeechobee City Commissioner Gary Ritter for his time serving on the Council. Ms. Steed presented Hazel Sellers with a Certificate of Appreciation for her service as Polk County Gubernatorial Appointee since this would be her last meeting as she is retiring from the Polk County School Board. Ms. Steed stated that all three of these members will be greatly missed but wished them well in their new endeavors.

AGENDA ITEM #3 COUNCIL ADMINISTRATION

A. October 10, 2018 Council Meeting Minutes

Chairman Thompson asked if there were any changes to the October 10, 2018 Council Meeting Minutes.

MOTION

There being none, Hazel Sellers moved to approve the October 10, 2018 Council Meeting Minutes as submitted. Neda Cobb seconded.

Motion carried unanimously.

B. November Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended November 30, 2018.

MOTION

Nathaniel Birdsong moved to accepted the November Financial Report as presented. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #4 POLK COUNTY ACTIVITIES REPORT

Polk County Manager Jim Freeman discussed a few of the many challenges Polk County is currently facing. Polk County has partnered with their cities and economic development organizations to grow their economy and create private sector jobs and capital investment to support their growing county. Polk County has focused on diversifying their economy and job base. He discussed the ad valorem tax exemption for certain kinds of businesses, which was necessary in order to compete with counties to their west and north. LEGOLAND Florida coming to Polk County has made a positive impact to the area's tourism industry with hotel development and support businesses. The County has supported the City of Lakeland with its renovation of Tiger Town Stadium with tourist tax dollars. The Detroit Tigers have extended its spring training agreement as part of the improvements. Polk County is also working with the City of Winter Haven to improve the Chain of Lakes Complex. He reported that Polk County has attracted several large businesses, expansions, and many small businesses which have all created jobs and capital investment. Polk County's population is projected to reach one million by 2040-2045, which puts stress on services and infrastructure. He concluded by saying the issues in Polk County are significant, but are positive challenges that will be addressed to benefit its citizens and visitors.

AGENDA ITEM #5 AUDIT REPORT FOR THE YEAR ENDED SEPTEMBER 30, 2017

Mike Carter, CliftonLarsonAllen, LLP, Certified Public Accountants, presented a summary of the Council's Annual Audit for FY 2017-2018. Each Council Member received a copy of the Comprehensive Annual Financial Report (CAFR) and Required Communications Letter. He stated that he and his team of auditors conducted an exit conference with Council staff and have met with the Council Finance Committee, where the details of the audit were discussed. Mr. Carter complimented staff on obtaining the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, saying it was a major accomplishment for a small organization. Mr. Carter presented a five-year trend analysis of revenues and expenditures in all categories. He reviewed the Council's Statement of Net Positions for Assets and Liabilities at year's end as compared to the previous five years. He also presented the Statement of Revenues and Expenses by type. Mr. Carter concluded by reviewing the reports regarding Internal Control over Financial Reporting, the Independent Auditors Report on Compliance, the Management Letter and the Independent Accountants' Report, saying there were no findings or adjustments in any of the reports, therefor issuing a clean audit. He also complimented staff for their assistance and cooperation in preparation of the audit. Mr. Carter announced that he will be retiring by the end of 2019, and introduced Ms. Julie Fowler who will be assuming his position.

AGENDA ITEM #6 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on November 30, 2018, in Bartow to review the final budget amendment for FY 2017-18 and the 2017-18 Audit Report.

A. Final Budget Amendment for FY 2017-18

Ms. Steed reviewed the Final Budget Amendment for FY 2017-18 and stated that the Finance Committee is recommending its approval.

MOTION

Nathaniel Birdsong moved to accept the Finance Committee's recommendation to approve the Final Budget Amendment for FY 2017-18 as presented. Hazel Sellers seconded.

Motion carried unanimously.

B. Accept FY 2017-18 Audit Report

MOTION

Nathaniel Birdsong moved to accept the Finance Committee's recommendation to approve the FY 2017-18 Audit Report and Audited Financial Statements as presented. Hazel Sellers seconded.

Motion carried unanimously.

AGENDA ITEM #7 HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO) ACTIVITIES

Marybeth Soderstrom, Engagement and Mobility Manager, reported on recent activities with the HRTPO. She announced that FDOT's Draft Tentative Five Year Work Program for 2020-2024 had been released. A number of HRTPO priority projects are included in the Work Program. At the November 28, 2018 HRTPO Board meeting, members adopted an updated Title IV Plan which is required to be updated every three years. The Public Participation Plan (PPP) for 2018-2021 was also adopted. This Plan provides guidelines used by the HRTPO to inform and gather input from residents, communities, and interest groups. She announced that local governments are currently working to submit their project priority applications for the FY 2025 work program by January 28, 2019. An Application Review Workshop was held on December 6, 2018 to assist local governments in the Heartland Region with that process.

AGENDA ITEM #8 TITLE VI NONDISCRIMINATION PLAN

Marybeth Soderstrom, Engagement and Mobility Manager, presented the update to the previously adopted Title VI Nondiscrimination Program Plan, which is required to be updated every three years. The Plan includes all of the Council's programs and activities and addresses Federal Transit Administration and Federal Highway Administration requirements. Ms. Soderstrom reviewed each element contained in the updated Title VI Plan, which included the Community Characteristics Inventory Maps.

MOTION

Bill Read moved to adopt the Title VI Nondiscrimination Plan as presented. Jackie Tucker seconded.

Motion carried unanimously.

AGENDA ITEM #10 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT

Marybeth Soderstrom, Engagement and Mobility Manager, stated that the annual grant applications that support the Transportation Disadvantaged Program have been prepared for submittal to the Federal Transit Administration (FTA). She presented information on each grant individually.

A. Resolution 2018-12A, FTA Section 5311 Capital Grant Application for Mobility Planning in the Heartland Region

Ms. Soderstrom stated that this grant is for \$192,000 which provides operating assistance to the Counties of DeSoto, Glades, Hardee, Hendry, Highlands and Okeechobee to support public transportation in rural areas with populations of less than 50,000. She stated that Resolution 2018-12A would authorize the Executive Director to submit and administer the grant.

MOTION

Nathaniel Birdsong moved to adopt Resolution 2018-12A, authorizing the Executive Director to submit and administer the FTA Section 5311 Capital Grant for Mobility Planning in the Heartland Region. Neda Cobb seconded.

Motion carried unanimously.

B. Resolution 2018-12B, FTA Section 5311 Operating Grant Application for DeSoto, Hardee, Highlands and Okeechobee Counties

Ms. Soderstrom stated that this grant is for \$800,000 which provides operating assistance to support public transportation in rural areas with populations of less than 50,000, through the Community Transportation Coordinator.

MOTION

Don Elwell moved to adopt Resolution 2018-12B, authorizing the Executive Director to submit and administer the FTA Section 5311 Operating Grant Application for the service area of DeSoto, Hardee, Highlands and Okeechobee. Jackie Tucker seconded.

Motion carried unanimously.

C. Resolution 2018-12C, FTA Section 5310 Operating Grant for DeSoto, Hardee, Highlands, and Okeechobee Counties

Ms. Soderstrom stated that this grant request is for \$700,000 which provides funding to assist private nonprofit groups in meeting the transportation needs of older adults and individuals with disabilities through the Community Transportation Coordinator.

MOTION

Jackie Tucker moved to adopt Resolution 2018-12C, authorizing the Executive Director to submit and administer the FTA Section 5310 Operating Grant as presented. Hazel Sellers seconded.

Motion carried unanimously.

D. Resolution 2018-12D, FTA Section 5310 Capital Grant for DeSoto, Hardee, Highlands and Okeechobee Counties

Ms. Soderstrom stated that this grant request is for \$106,000.80 which provides funding to assist in meeting the transportation needs of older adults and individuals with disabilities, through the Community Transportation Coordinator.

MOTION

Don Elwell moved to adopt Resolution 2018-12D, authorizing the Executive Director to submit and administer the FTA Section 5310 Capital Grant as presented. Jackie Tucker seconded.

Motion carried unanimously.

E. Resolution 2018-12E, FTA Section 5311 Operating Grant for DeSoto County

Ms. Soderstrom stated that this grant request is for \$100,000 which provides funding to support public transportation through the Community Transportation Coordinator in rural areas with populations of less than 50,000.

MOTION

Keith Keen moved to adopt Resolution 2018-12E, authorizing the Executive Director to submit and administer the FTA Section 5311 Operating Grant as presented. Jackie Tucker seconded.

Motion carried unanimously.

F. Resolution 2018-12F, FTA Section 5339 Capital Grant for DeSoto, Hardee, Highlands and Okeechobee Counties

Ms. Soderstrom stated that this grant request is for \$265,002 and will be used to replace, rehabilitate and purchase buses to be used to provide public transportation through the Community Transportation Coordinator.

MOTION

Nathaniel Birdsong moved to adopt Resolution 2018-12F, authorizing the Executive Director to submit and administer the FTA Section 5339 Capital Grant as presented. Don Elwell seconded.

Motion carried unanimously.

AGENDA ITEM #11 RESOLUTION APPROVING PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH FDOT FOR 5311 FUNDS

Pat Steed, Executive Director, stated that FDOT has proposed a new Public Transit Grant Agreement for Federal 5311 funds awarded to the Central Florida Regional Planning Council for public transportation through the coordinated system in DeSoto County.

MOTION

Keith Keen moved to adopt Resolution 2018-12G, authorizing the Executive Director to enter into the Public Transit Grant Agreement as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #12 ELECTION OF COUNCIL OFFICERS FOR 2019

Chairman Thompson stated that this Agenda Item will be postponed since the majority of the Nominating Committee Members were unable to attend. It will be rescheduled for the February Council meeting.

AGENDA ITEM #13 APPOINT MEMBERS TO THE FLORIDA REGIONAL COUNCILS ASSOCIATION (FRCA) POLICY BOARD

Chairman Thompson stated that this Agenda Item will be postponed to the February Council meeting and confirmed that the current members would continue to serve for the January Policy Board Meeting. Those members are Jackie Tucker, Buddy Mansfield, Nathaniel Birdsong, and the alternate member is Neda Cobb.

AGENDA ITEM #14 APPOINT MEMBERS TO FINANCE COMMITTEE

Chairman Thompson stated that this Agenda Item will be postponed to the February Council meeting.

AGENDA ITEM #15 EXECUTIVE DIRECTOR'S REPORT

Pat Steed presented an overview of several work activities including the numerous grant applications that were presented earlier in the agenda which are being finalized to submit by the December deadline. Work continues on the Department of Economic Opportunity (DEO) grant awards, and a number of local government contracts are being completed.

Ms. Steed announced that the FRCA Policy Board meeting is scheduled for January 10 – 11, 2019 in Tallahassee.

AGENDA ITEM #16 APPOINT NOMINATING COMMITTEE

Chairman Thompson stated that the nominating Committee will meet in February to nominate a slate of officers for 2019. He asked Jackie Tucker if she would fill the vacancy on the Nominating Committee left by Hazel Sellers, as this would be her last meeting. The Nominating Committee members are: Bryant Culpepper, John Shoop and Jackie Tucker.

AGENDA ITEM #17 OTHER BUSINESS

The next meeting was scheduled for February 13, 2019 at DeSoto County Commission Chambers in Arcadia, at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

Mike Thompson, Chairman
December 12, 2019 Council Meeting Minutes