



Central Florida Regional Planning Council

December 11, 2019

Bartow Public Library, 2nd Floor Conference Room
2150 South Broadway Avenue | Bartow FL | 9:30 a.m.

Meeting Minutes

Vice Chair Neda Cobb 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:

Vice Chair, 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
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
Ben Dunn, Highlands County Development Services Director, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Chairman, Commissioner Mike Thompson, Hardee County
Commissioner Buddy Mansfield, DeSoto County
Commissioner Bryant Culpepper, Okeechobee County
City Commissioner Bob Jarriel, City of Okeechobee
City Commissioner Morris West, City of Hanes City, Ridge League of Cities
Jeff Kincart, Polk County Gubernatorial Appointee
June Fisher, DeSoto County Planning Director, Ex-officio
Todd Miller, Hardee County Planning Director, Ex-officio
Chandra Frederick, Polk County Director of Growth Management, Ex-officio
Deborah Chesna, Florida Department of Transportation, Ex-officio
Bill Royce, Okeechobee County Planning Director, Ex-officio
Elizabeth "Libby" Maxwell-Pigman, South Fla. Water Management District, Ex-officio
Mary Yeargan, Department of Environmental Protection, Ex-officio

Announcements

Pat Steed thanked the City of Bartow for allowing the Council the use of the Public Library to conduct its meeting. She stated that each year at the December Council meeting staff prepares homemade holiday treats for Council members to enjoy. She thanked each member for their dedication and service to the Council.

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 CFRPC 2019 RECOGNITIONS AND REVIEW

Ms. Steed stated that this is the one meeting each year that the majority of Council staff attends. She asked each member of the staff to introduce themselves, state their job title and how long they have been with the Council. By special request, staff members mentioned their favorite holiday movie.

Ms. Steed recognized new staff members and staff that received job promotions in the past year. Ms. Steed stated that Marcia Staszko will be retiring at the end of December after 43 years. She was presented with her favorite pastry treat since she had received a plaque and cake at her previous time of retirement. Ms. Steed stated that Marcia was a valued employee and team member of the Council staff and will be missed. Ms. Steed wished her well as did the Council and fellow staff.

Ms. Steed presented several awards received by the Council in 2019, including two Impact Awards from the National Association of Development Organizations (NADO) for the Florence Villa Community Redevelopment Project and the Landowner Assistance Expo (LAX) which was an event held by the Council supporting Sentinel Landscape. She presented the NADO Excellence in Regional Transportation Award for the Heartland Regional Transportation Planning Organization (HRTPO) Public Participation Plan. Also received was the CareerSource Polk Employer of Distinction award, which was awarded to the Council since it had received a Best Places to Work award for three consecutive years. Lakeland Magic Basketball Team sponsored the awards event and distributed basketballs, which staff displayed at the meeting. The Council also received a Best Places to Work for Commuters for the seventh consecutive year. Ms. Steed recognized staff members that had achieved regional and national leadership roles. They were: Marisa Barmby, APA Heart of Florida Section, President; Pat Steed, RPO America Council of Peers, Florida Representative 2013-2019; Marybeth Soderstrom, RPO America Council of Peers, Florida Representative 2019-2021; Jennifer Codo-Salisbury, SERDI Council of Peers, Florida Representative. Ms. Steed stated that staff continues to be in the Pacesetter category as 100% contributors to United Way of Central Florida for eight consecutive years with contributions of \$10,898 for this year's campaign. The Council was also recognized on the United Way marque. Ms. Steed stated that staff donates generously each year to Heartland for Children's toy drive as well as supporting many other causes throughout the region.

Ms. Steed presented Hardee County Administrator Lex Albritton with a Certificate of Appreciation for his work and cooperation in the region for 18 years of service as he will be retiring in December.

Mr. Albritton thanked the Council and stated that he had enjoyed working with the Council over his tenure with Hardee County. In his semi-retirement, he will be working part time with the Economic Development Council in Hardee County.

AGENDA ITEM #3 COUNCIL ADMINISTRATION

A. October 9, 2019 Council Meeting Minutes

Vice Chair Cobb asked if there were any changes to the October 9, 2019 Council Meeting Minutes.

MOTION

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

Motion carried unanimously.

B. Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended November 30, 2019.

MOTION

Keith Keen moved to accepted the November Financial Report as presented. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #4 POLK COUNTY ACTIVITIES REPORT

Bill Beasley, Polk County Manager, shared information regarding a few of the challenges Polk County currently is facing including the effects of rapid continual growth. With about 725,000 people residing in Polk currently, he discussed where that growth is expected to be concentrated. He discussed the tremendous pressure this rapid growth is putting on infrastructure, including the water supply. The Regional Water Cooperative is considering alternative water supplies as the groundwater sources are being stressed. He discussed how Polk County plans to address the increased public safety service demands and roadway capacity demands. He mentioned how the Central Polk Parkway and the Southeast Regional Connector Corridor that are currently being planned will affect Polk County's traffic patterns. Mr. Beasley stated that he expects rail to be in Polk County in

the future with SunRail and Brightline rail systems. Polk County is dealing with significant amounts of development, especially residential, and the issues that go along with that, including density, compatibility, and transition zones. Polk County is beginning the process of changing policies in the Comprehensive Plan and Land Development Code that will address those issues. He discussed the Lakeland Linder International Airport and the Amazon facility that has brought growth and expansion with new runways and hanger relocations. He predicted passenger flights will be available to the public within the next year. Mr. Beasley stated that Polk County is taking an active and aggressive role in the 2020 Census count, stressing the importance of making sure it is accurate and complete. Lastly, he mentioned the fact that Polk County is committed to protecting its employees and citizens by sanctioning a group of its employees to carry weapons in the workplace by passing an ordinance with specific policies. He concluded by welcoming the Council members to Polk County and saying that Polk County is blessed as a whole, even with its challenges. Polk County is ideally situated between Tampa and Orlando, and Polk County will continue to work on its challenges and will become an even stronger County.

AGENDA ITEM #5 AUDIT REPORT FOR THE YEAR ENDED SEPTEMBER 30 2019

Julie Fowler and Hannah Erickson with CliftonLarsonAllen, LLP, Certified Public Accountants presented a review of the Council's Annual Audit for FY 2018-2019. Each Council Member received a copy of the audit report including the Comprehensive Annual Financial Report (CAFR) and required Communications Letter.

Ms. Erickson presented an overview of the financial statements which included the Statements of Net Position, Net Position by Year, and Statement of Activities. She also presented the Revenues and Expenses by Type.

Ms. Fowler presented the audit reports that were performed and the required communications that were issued for each report. Those included the Independent Auditors Report on Compliance, Internal Control over Financial Reporting, Compliance with Major Federal Program, and the Management Letter and Independent Accountants' Report. Ms. Fowler stated there were no findings or adjustments in any of the reports, therefore issuing a clean audit. Auditing Standards require that the auditors reveal that there were no difficulties encountered during the audit and staff assisted and cooperated in preparation of the audit. There was one immaterial adjustment the auditors proposed and there were no disagreements with management over accounting matters. Ms. Fowler stated that staff provided the auditors with a Management Representation Letter at the conclusion of the audit, and to the best of their knowledge, staff had not consulted with any other auditors or accountants about the audit or any accounting matters.

AGENDA ITEM #6 RECOMMENDATIONS FROM THE FINANCE COMMITTEE

Pat Steed stated that the Finance Committee met on December 2, 2019 in the Council office in Bartow to review the final budget amendment for FY 2018-19 and the 2018-19 Audit Report.

A. Final Budget Amendment for FY 2018-19

Ms. Steed reviewed the Final Budget Amendment for FY 2018-19 and stated that the Finance Committee is recommending its approval.

MOTION

Donna Howerton moved to accept the Finance Committee's recommendation to approve the Final Budget Amendment for FY 2018-19 as presented by the Auditors. Rick Wilson seconded.

Motion carried unanimously.

B. Accept FY 2018-19 Audit Report

MOTION

Keith Keen moved to accept the Finance Committee's recommendation to approve the FY 2018-19 Audit Report and Audited Financial Statements as presented. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #7 HAZMAT 160 (HYBRID) TRAINING CONTRACT

Pat Steed stated that this is one of the routine activities under this grant funded by the US Department of Transportation and passed to the Council through the Florida Division of Emergency Management to handle the Hazardous Materials Emergency Preparedness (HMEP) Services. This is primarily a training grant for emergency responders and others within the region for which a training contractor is needed. Staff issued a Request for Qualifications seeking qualified contractors, and a selection committee made up of members from the Local Emergency Planning Committee (LEPC) selected Response Technologies Corporation to facilitate the training at a cost not to exceed \$29,892.

MOTION

Jackie Tucker moved to approve the Hazmat 160 Training Contract with Response Technologies Corporation and authorize the Executive Director to sign and administer the contract. Rick Wilson seconded.

Motion carried unanimously.

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

Marybeth Soderstrom, Transportation Director, reported on current activities of the HRTPO. Staff has submitted the transportation priorities of local governments to FDOT. The Draft Tentative Work Program was issued by FDOT which outlines all the transportation projects scheduled for funding for the next five years. She stated that all HRTPO transportation projects that were submitted are doing well in the process. Projects are moving forward and it has been a positive cycle. A workshop was held in November where information was provided to local governments regarding the next project cycle and their transportation project applications. The HRTPO continues to work on the Long Range Transportation Plan (LRTP) for 2045 which is due to FDOT by March 2021. Information from the Heartland 2060 update will be used for the LRTP. The next HRTPO Board meeting is scheduled for February 19, 2020.

AGENDA ITEM #9 OPPORTUNITY FOR PUBLIC HEARING FOR FEDERAL TRANSIT ADMINISTRATION (FTA) GRANTS

Marybeth Soderstrom stated that staff prepared FTA Capital Grant applications that require a public hearing be set in the event anyone from the public would like to comment on the grants. She stated that no requests for a public hearing were received.

AGENDA ITEM #10 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT

Marybeth Soderstrom, Transportation Director, presented a brief overview of the HRTPO transit programs and how the grant funds are used in the Heartland Region to provide transportation for the Transportation Disadvantaged (TD) program. The TD program has two separate TD services areas which are the Multi-County Service Area of DeSoto, Hardee, Highlands, and Okeechobee Counties, and the Glades-Hendry Counties Service Area. She explained the mobility plans and mobility options and how they operate in the two service areas. In 2019 the administration of the DeSoto Arcadia Regional Transit (DART) circulator bus was transitioned to the CFRPC from DeSoto County. The CFRPC applies for the grant funds and passed those funds to the Community Transportation Coordinator (CTC) who provides the transportation services. Showing a graphic, Ms. Soderstrom described the Transportation Disadvantaged Coordinated System and how it operates. She provided the funding amounts and total number of trips provided in each county. Ms. Soderstrom introduced the "Heartland Rides" platform which is designed to inform the public about the transportation options available to them and how that information can be accessed.

Discussion followed.

Marybeth Soderstrom stated that staff had prepared the annual grant applications that supports the Transportation Disadvantaged Program for submittal to the Federal Transit

Administration (FTA) and asked for Council authorization. She presented each grant individually.

A. Resolution 2019-12A, FTA Section 5310 Operating Grant Application for DeSoto, Hardee, Highlands and Okeechobee Counties

MOTION

Rick Wilson moved to adopt Resolution 2019-12A, authorizing the Executive Director to submit and administer the FTA Section 5310 Operating Grant Application for the service area of DeSoto, Hardee, Highlands and Okeechobee. Keith Keen seconded.

Motion carried unanimously.

B. Resolution 2019-12B, FTA Section 5311 Operating Grant Application for DeSoto, Hardee, Highlands and Okeechobee Counties

MOTION

Don Elwell moved to adopt Resolution 2019-12B, 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. Donna Howerton seconded.

Motion carried unanimously.

C. Resolution 2019-12C, FTA Section 5311 Operating Grant for DeSoto Arcadia Regional Transit (DART) Operating Grant for DeSoto County

MOTION

Keith Keen moved to adopt Resolution 2019-12C, authorizing the Executive Director to submit and administer the FTA Section 5311 Operating Grant for DeSoto County. Rick Wilson seconded.

Motion carried unanimously.

D. Resolution 2019-12D, FTA Section 5311, Mobility Management Grant for DeSoto, Hardee, Highlands and Okeechobee Counties

MOTION

Nathaniel Birdsong moved to adopt Resolution 2019-12D, authorizing the Executive Director to submit and administer the FTA Section 5311 Mobility Management Grant as presented. Bill Read seconded.

Motion carried unanimously.

E. Resolution 2019-12E, FTA Section 5310 Capital Grant for the service area of DeSoto, Hardee, Highlands and Okeechobee Counties

MOTION

Don Elwell moved to adopt Resolution 2019-12E, authorizing the Executive Director to submit and administer the FTA Section 5310 Capital Grant as presented. Bill Read seconded.

Motion carried unanimously.

F. Resolution 2019-12F, FTA Section 5339 Capital Grant for DeSoto, Hardee, Highlands and Okeechobee Counties

MOTION

Nathaniel Birdsong moved to adopt Resolution 2019-12F, authorizing the Executive Director to submit and administer the FTA Section 5339 Capital Grant as presented. Donna Howerton seconded.

Motion carried unanimously.

G. Resolution 2019-12G, FTA Section 5339 Capital Grant for DeSoto Arcadia Regional Transit (DART) Capital Grant for DeSoto County

MOTION

Keith Keen moved to adopt Resolution 2019-12G, authorizing the Executive Director to submit and administer the FTA Section 5339 Capital Grant as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

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

Marybeth Soderstrom stated that this resolution authorizes the Council to enter into a Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation to receive grant funds.

MOTION

Nathaniel Birdsong moved to adopt Resolution 2019-12H as presented. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #12 ELECTION OF COUNCIL OFFICERS FOR 2020

Jackie Tucker stated that the Nominating Committee met at 9:00 a.m., just prior to the Council meeting. Members in attendance were: Highlands County Commissioner Don Elwell, DeSoto County Gubernatorial Appointee Jackie Tucker, and City of Arcadia Councilman Keith Keen. She stated that the Committee voted to nominate Wauchula City Commissioner Neda Cobb to serve as Chair for 2020, and voted to nominate Highlands County Commissioner Don Elwell to serve as Vice Chair for 2020.

MOTION

Nathaniel Birdsong moved to close nominations and elect Neda Cobb as Chairman of the Council for 2020 and to elect Don Elwell as Vice Chairman of the Council for 2020. Donna Howerton seconded.

Motion carried unanimously.

MOTION

Nathaniel Birdsong moved to authorize the banking signatories of the 2020 slate of officers and the Executive Director. Rick Wilson seconded.

Motion carried unanimously.

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

Chair Neda Cobb appointed Jackie Tucker, Nathaniel Birdsong and Buddy Mansfield to serve on the FRCA Policy Board for 2020. All members agreed to serve. Chair Cobb volunteered to serve in the Alternate position.

MOTION

Don Elwell moved to approve the FRCA Policy Board members as appointed. Rick Wilson seconded.

Motion carried unanimously.

AGENDA ITEM #14 APPOINT MEMBERS TO FINANCE COMMITTEE

Chair Cobb asked Don Elwell, Donna Howerton and Keith Keen to serve on the Finance Committee for 2020. All members agreed to serve.

MOTION

Rick Wilson moved to approve the Finance Committee as appointed. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #15 EXECUTIVE DIRECTOR'S REPORT

A. M-CORES

Pat Steed stated that the Council is involved in the M-CORES initiative as three members from the Council and three members from the HRTPO Board are serving on the M-CORES Task Force. Ms. Steed also serves on the Task Force representing the Council. More information and meeting materials can be found on the M-CORES website. Information from Heartland 2060 was presented at the last M-CORES meeting from the Council's Comprehensive Economic Development Strategy. Jennifer Codo-Salisbury served on a panel for discussion at the last meeting. The final report from the Task Force is due in September. The next Task Force meeting is in February.

B. FRCA Policy Board

The FRCA Policy Board is scheduled for January 10, 2020 in Tallahassee while the Florida Legislature is in session.

C. FRCA Monthly Activities Report

The November 2019 Activities Report is in the Council Agenda Packet.

AGENDA ITEM #16 OTHER BUSINESS

Jackie Tucker stated that she has seen the growth that has taken place in the region since Pat Steed has been the Executive Director and felt that Ms. Steed has a great staff that work hard.

Lex Albritton introduced the new Hardee County Manager Lawrence McNaul from Iowa.

Chair Cobb invited members to the Ridge League of Cities meeting being held on December 12, 2019 in Wauchula at 6:00 pm.

The next meeting was scheduled for February 12, 2020 at DeSoto County Commission Chambers in Arcadia, at 9:30 a.m.

There being no further business, the meeting adjourned.

Respectfully submitted,

Wauchula City Commissioner Neda Cobb, Chair
December 11, 2019 Council Meeting Minutes
