



Central Florida Regional Planning Council
Meeting
June 12, 2019
Warner University
Ratzlaff Administration Building Board Room
13895 Hwy 27, Lake Wales, FL 33859
9:30 a.m.

Meeting Minutes

Chairman Mike Thompson 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 Mike Thompson, Hardee County
Vice Chair, City Commissioner Neda Cobb, City of Wauchula
City Councilmember Keith Keene, City of Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Bryant Culpepper, Okeechobee County
City Commissioner Bob Jerriel, City of Okeechobee
City Commissioner Nathaniel Birdsong, City of Winter Haven
City Commissioner Bill Read, City of Lakeland
City Commissioner Morris West, City of Hanes City, Ridge League of Cities
Jeff Kincart, Polk County Gubernatorial Appointee
Kelly Boatwright attended for Mary Yeargan, Department of Environmental Protection, Ex-officio

Members absent:

Commissioner Buddy Mansfield, DeSoto County
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
Todd Miller, Hardee County Planning Director, Ex-officio
Ben Dunn, Highlands County Development Services 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" Maxwell-Pigman, South Fla. Water Management District, Ex-officio
June Fisher, DeSoto County Planning Director, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Others in Attendance:

Kyle Long, City of Wauchula
Hillary Holley, West Central Florida Regional Manager, Office of Chief Financial Officer
Jimmy Patronis, Florida Department of Financial Services
Marty Milkey, Southwest Florida Regional Manager, Office of Chief Financial Officer
Jimmy Patronis, Florida Department of Financial Services
Bruce Lyons, Winter Haven Economic Development Council

Announcements

Pat Steed introduced Brenda Torres, CFRPC Planner.
She thanked Warner University for hosting the CFRPC meeting this month.
Ms. Steed congratulated Marybeth Soderstrom, CFRPC staff, on her recent graduation from Leadership Highlands.
She congratulated Jennifer Codo-Salisbury, CFRPC Deputy Director, for being elected to the Council of Peers, for the Southeastern Executive Directors Institute (SERDI).

AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. April 10, 2019 Council Meeting Minutes

Chair Thompson asked if there were any changes to the April 10, 2019 Council Meeting Minutes.

MOTION

There being none, Nathaniel Birdsong moved to approve the April 10, 2019 Council Meeting Minutes as submitted. Keith Keen seconded.

Motion carried unanimously.

B. May 2019 Financial Report

Pat Steed reviewed the Statement of Activities and Statement of Net Assets for the month ended May 31, 2019.

MOTION

Morris West moved to accepted the May 2019 Financial Report as presented. Bryant Culpepper seconded.

Motion carried unanimously.

AGENDA ITEM #3 FINANCE COMMITTEE RECOMMENDATIONS

Pat Steed stated that the Council's Finance Committee met on June 4, 2019. After reviewing the budget items, the Finance Committee is recommending the following budget items for approval.

A. Budget Amendment for FY 2018-19

Ms. Steed presented a Budget Narrative which listed and explained each line item amendment in both the Revenue and Expense portions of the budget. The proposed amended balanced budget for revenues and expenditures totaled \$3,694,946.

MOTION

Bryant Culpepper moved to approve the Budget Amendment for FY 2018-19 as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

B. Proposed FY 2019-20 Annual Budget

Pat Steed presented a Budget Narrative for the proposed FY 2018-19 Annual Budget. She pointed out the changes in revenue and expenses from the current year budget, and noted that the proposed budget for next fiscal year included a three-percent cost of living adjustment (COLA) for all full time non-probationary employees, and a \$500 one-time incentive payment to each part-time employee. Total budget was proposed at \$3,734,875 which would create a balanced budget.

MOTION

Keith Keen moved to approve the Proposed FY 2019-20 Annual Budget as presented. Bryant Culpepper seconded.

Motion carried unanimously.

C. Member Assessment for FY 2019-20

Ms. Steed stated that the Finance Committee is recommending no change to the current Member Assessments. The assessments currently are set at \$0.30 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 for FY 2019-20.

MOTION

Bryant Culpepper moved to approve the \$0.30 per capita Member Assessments for FY 2018-19, as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

D. Cash Flow Reserve Fund Policy

Pat Steed stated that FDOT has converted to a new method of payment on State and Federal grants. She explained that in the past, the Council would submit invoices from the Community Transportation Coordinator (CTC) to FDOT along with other required documentation, in order to receive the grant funding. With the new Public Transportation Grant Agreements (PTGA) method, the Council is required to pay the CTC first, then provide proof of that payment in order to receive grant funds. The new method is creating an increased cash flow demand and causing the Council to experience problems in maintaining timely payments of all accounts. Staff is proposing to establish a "Cash Flow Reserve Account" to pay the CTC invoices for public transportation trips. She stated that the creation of this fund account has been discussed with the four Counties of DeSoto, Hardee, Highlands and Okeechobee, to which they will include in budget discussions with their Commissions. Each of the four counties would contribute the amount of funds that is the average per-month cost for the service to their county. This would be a one-time in-advance payment to this reserve account and would be used only for that purpose, and if discontinued, the funds would be returned to the counties.

MOTION

Nathaniel Birdsong move to approve the Cash Flow Reserve Fund Policy as presented. Bob Jarriel seconded.

Motion carried unanimously.

E. Audit Engagement Letter

Pat Steed presented the Council's proposed annual audit engagement letter with CliftonLarsonAllen. The fee for next year's audit is \$24,700 which is an \$800 increase from the current year, primarily due to the number of grant programs being audited. The audit is scheduled to begin late summer and end in December, 2019. A new managing partner will be overseeing the audit as the former managing partner Mike Carter, is stepping down.

MOTION

Bryant Culpepper moved to approve the Audit Engagement Letter as presented. Jackie Tucker seconded.

Motion carried unanimously.

F. Military Leave Policy

Ms. Steed explained that the current Military Leave Policy is out of date and the proposed language would make it consistent with Florida Statutes and with military service requirements. The new policy language would be effective as of January 1, 2019.

MOTION

Bryant Culpepper moved to approve the Military Leave Policy as presented. Jackie Tucker seconded.

Motion carried unanimously.

G. Staff Organizational Chart

Ms. Steed presented a staff organizational chart for the current fiscal year through next fiscal year 2019-20 for informational purposes.

AGENDA ITEM #4 LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CONTRACT FOR FY 2019-20

Pat Steed presented the draft scope of work and stated that this is a reoccurring annual contract to support the Central Florida LEPC. The Local Emergency Planning Committee (LEPC) is a group of first responders from cities and counties in the five-county region, as well as first responders and safety specialists from private businesses in the region. The contract work will begin July 1, 2019.

MOTION

Nathaniel Birdsong moved to approve the FY 2019-20 LEPC Contract, authorize the Chairman's Signature and authorize the Executive Director to administer the Contract. Morris West seconded.

Motion carried unanimously.

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

Pat Steed presented the draft scope of work and stated that this is a reoccurring contract, funded by the US Department of Transportation and passed to the Council through the Florida Division of Emergency Management for Hazardous Analysis (HA) Services.

MOTION

Jackie Tucker moved to approve the contract with DEM for Hazards Analysis (HA) Services, authorize the Executive Director to execute agreements with the Counties, and administer the grant. Neda Cobb seconded.

Motion carried unanimously.

AGENDA ITEM #6 AVIATION CLUSTER AND FEASIBILITY STUDY AND STRATEGIC ACTION PLAN

Shannon McPherson, Program Director, stated that in August 2018, the Council received a grant from the Economic Development Administration to support the development of an Aviation Cluster and Feasibility Study and related activities for Highlands and Polk Counties. The region's Comprehensive Economic Development Strategy (CEDS) identified aviation and its associated industries as a Target Industry Cluster. A Cluster and Feasibility Study will support the growth of the aviation, aerospace, and logistics industries. She stated that staff released a Request for Proposals, to which two proposals were received. Those proposals were from Alton Aviation and Explorer Solutions. The Selection Committee met on May 24, 2019 to evaluate and rank the Proposals after presentations from both companies. Ms. McPherson announced that Explorer Solutions was ranked first and Alton Aviation was ranked second. She requested the Council approve the Selection Committee's rankings, and authorize the Executive Director to negotiate and execute a contract for this project consistent with the grant.

Questions and discussion followed.

MOTION

Nathaniel Birdsong moved to approve the Selection Committee's rankings and authorize the Executive Director to negotiate a contract with the first ranked firm, authorize the Executive Director to negotiate a contract with the second ranked firm should negotiations with the first ranked firm fail, and to authorize the Executive Director to execute the contract. Bryant Culpepper seconded.

Motion carried unanimously.

AGENDA ITEM #7 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)

Pat Steed stated that the HRTPO Board is scheduled to meet on June 19, 2019 and will be asked to endorse and recommend priority projects to FDOT for funding consideration. All projects were submitted by local governments for evaluation and ranking by staff and by the Citizens Advisory Committee (CAC) and the Technical Advisory Committee (TAC) prior to submitting them to FDOT. The HRTPO Board will also be asked to adopt the

Transportation Improvement Program (TIP) for FY 2019-20 through FY 20123-24. Staff also will be presenting the recently completed Six-County GIS Sidewalk Inventory to the HRTPO Board.

AGENDA ITEM #8 FY 2019-20 COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT AND COMPETITIVE FLORIDA PARTNERSHIP APPLICATIONS

Jennifer Codo-Salisbury, Deputy Director, presented a list of Community Planning Technical Assistance Grants and Competitive Florida Partnership Grant applications for FY 2019-20 for jurisdictions within the region, which are awarded through the Florida Department of Economic Opportunity (DEO). Seventeen grant applications were filed, and two of them were for the Competitive Florida Partnership Grants. She noted the applications that received Council assistance in preparation. These grants are offered to rural communities and the funds are to be used for economic development or planning related purposes. Ms. Codo-Salisbury described how the grant funds are planned to be used in each jurisdiction, and added that no match is required for these grants and staff anticipates the grants will be awarded in July 2019.

AGENDA ITEM #9 AVON PARK AIR FORCE RANGE (APAFR) SENTINEL LANDSCAPE PARTNERSHIP UPDATE

Chad Allison, Program Manager, stated that in the summer of 2016, the Avon Park Air Force Range received the designation of Sentinel Landscape. The Sentinel Landscape program was created by the US Department of Agriculture, US Department of Defense, and US Department of Interior to benefit working lands, wildlife conservation and military readiness. The 20 military installations in Florida have an approximate \$85 billion annual impact on Florida's economy. Mr. Allison reviewed the importance of partnering with local, state, federal, and non-governmental efforts to coordinate future growth of military installations to support agriculture, respect natural resources and strengthening national defense. He discussed the increasing land use encroachment challenges for military installations, specifically the Avon Park Air Force Range, and how the encroachment impacts the installation's mission. Mr. Allison reviewed the accomplishments of the Sentinel Landscape Partnership, as well as the planned activities moving forward. He discussed the outreach and coordination efforts, including the Landowner Assistance Expo (LAX) 2019 which was held on June 5, 2019. More information regarding the Sentinel Landscape Partnership can be obtained at www.sentinellandscapes.org. Discussion followed.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

A. Legislative Wrap-up

Ms. Steed summarized HB 7103 regarding Community Development which contains several items that affect local government. She suggested each Council member review

this bill as it will go into effect immediately once signed by the Governor. She discussed the content of the Wireless Communication While Driving bill, saying it prohibits the use of hand-held cellular devices when in a school zone or a roadway construction zone. Hands free devices are not prohibited. Texting is not allowed while driving.

B. Multi-Modal Corridor Task Force – HRTPO

Ms. Steed discussed the content of the Creation of Multi-Use Corridors of Regional Economic Significance (M-CORES) bill, saying that it creates an additional \$10 million per year for rural resurfacing grant programs. There also is an additional \$10 million per year for the Transportation Disadvantaged program which is available through competitive grants. Ms. Steed reported that there is an additional \$2.5 million per year for workforce programs for a five-year period to develop a talent pipeline to provide the skills and technology necessary to build the proposed corridors. There are three separate corridors proposed and three separate task forces will be appointed to guide the corridor placement. Each task force will include a member from the two TPOs in the region, as well as a member from the CFRPC. The task forces will be appointed by August 1, 2019 and will be required to submit a final report by October 1, 2020. Construction is proposed to begin by December 31, 2022. The corridors are proposed to open to traffic by December 31, 2030.

Chair Thompson cautioned the elected officials to consider the Sunshine Law when appointing multiple individuals from one jurisdiction to serve on this task force. He also felt it could benefit communities in the region to strategically appoint their representation on this task force.

Ms. Steed stated that she anticipates a letter will be forthcoming from FDOT to the Central Florida Regional Planning Council requesting a representative be designated to serve on the Task Force. Since the Council is not scheduled to meet again until August 14, she suggested the Council consider making that appointment at this meeting.

Chair Thompson agreed that this appointment should be made and suggested the Council's representative on the MCORES task force be Pat Steed, since she is well qualified for this position. Discussion followed.

MOTION

Bryant Culpepper moved to authorized the Council Chairman to make the appointment to the Corridor Task Force at the appropriate time. Jackie Tucker seconded.

Motion carried unanimously.

C. Project Updates

Ms. Steed presented an overview of the Florida Transportation Plan (FTP) update which is officially under development. She stated that she is a member and Vice Chair of the FTP

Steering Committee representing the Florida Regional Councils Association (FRCA). She reported that an Automated Connected Electric Shared (ACES) Vehicles Committee has been established to consider what types of technology changes will be affecting future transportation and how roadway systems will be required to change to accommodate those technologies. She stated that the ACES Committee has a category call "Friends" and anyone interested in becoming involved in this committee may join. The next meeting is scheduled for June 25, 2019 in Orlando.

Bryant Culpepper asked if charging stations will become a part of the state's infrastructure.

Ms. Steed stated that the ACES Committee will be looking at those exact types of issues.

D. Transportation Disadvantaged (TD) Vehicles

Ms. Steed stated that the Council recently received five new vans through a state grant, which requires no match. These vans will be used in the Transportation Disadvantaged program. Seven older vans were removed from service and disposed of.

Chair Thompson stated that he had received questions regarding transportation availability in Hardee County through the TD program and had shared the contact information for MV Transportation, which is on the Council's website.

E. Florida Regional Councils Association (FRCA) Monthly Report

Ms. Steed distributed an informational sheet listing several of CFRPC's major projects that were recently completed. She stated that FRCA provides an exhibit at the Florida Association of Counties annual meeting (FAC) and at the League of Cities Annual Conference with information about all regional planning councils in the State.

AGENDA ITEM #11 OTHER BUSINESS

Bob Jarriel announced that as part of the Heart Lung Bill for Firefighters, there is a non-funded mandate for \$25,000 for each cancer survivor.

The next meeting was scheduled for August 14, 2019 at 9:30 a.m. in Highlands County at CareerSource Heartland.

There being no further business, the meeting adjourned.

Respectfully submitted,

Mike Thompson, Chairman
June 12, 2019 Council Meeting Minutes