



Central Florida Regional Planning Council

May 13, 2020

By Teleconference

Toll-Free Call in Number: 866-453-0405 Participant Pass Code: 4275032#

Meeting Minutes

Due to current health concerns and limitations on public gatherings, this meeting was conducted via teleconference.

After teleconference technical difficulties were resolved, Chair Neda Cobb called the meeting to order at 10:00 a.m. Norman White offered the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present:

Chair, Commissioner Neda Cobb, City of Wauchula
Vice-Chair, Commissioner Don Elwell, Highlands County
Commissioner Buddy Mansfield, DeSoto County
Councilmember Keith Keene, City of Arcadia
Jackie Tucker, DeSoto County Gubernatorial Appointee
Commissioner Mike Thompson, Hardee County
Councilmember Charlie Lowrance, City of Sebring
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board
Commissioner Bryant Culpepper, Okeechobee County
Commissioner Bobby Keefe, City of Okeechobee
Commissioner Nathaniel Birdsong, City of Winter Haven
Commissioner Chad McLeod, City of Lakeland
Commissioner Morris West, City of Hanes City, Ridge League of Cities
Jeff Kincart, Polk County Gubernatorial Appointee
Chandra Frederick, Polk County Director of Growth Management, Ex-officio
Elizabeth "Libby" Maxwell-Pigman, South Fla. Water Management District, Ex-officio
Kelly Boatwright, Department of Environmental Protection, Ex-officio
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

Commissioner Rick Wilson, Polk County
June Fisher, DeSoto County Planning Director, Ex-officio
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
Deborah Chesna, Florida Department of Transportation, Ex-officio



AGENDA ITEM #1 PUBLIC COMMENTS

There were no public comments.

AGENDA ITEM #2 COUNCIL ADMINISTRATION

A. February 12, 2020 Council Meeting Minutes

Chair Cobb asked if there were any changes to the February 12, 2020 Council Meeting Minutes.

MOTION

There being none, Keith Keen moved to approve the February 12, 2020 Council Meeting Minutes as submitted. Buddy Mansfield seconded.

Motion carried unanimously.

B. March 2020 Financial Report

Pat Steed reviewed the Statement of Activities, and Statement of Net Assets for the month ended March 31, 2020.

MOTION

Buddy Mansfield moved to accept the March 2020 Financial Report as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

AGENDA ITEM #3 DUTIES OF THE EXECUTIVE DIRECTOR AND OFFICE OPERATING PROCEDURES DURING EMERGENCY DECLARATIONS - RESOLUTION 2020-5A AND RESOLUTION 2020-5B

Pat Steed, Executive Director, briefed the Council on current operations within the CFRPC office in response to current health concerns and limitations with COVID-19. She explained that all staff members have full capability to work remotely, which most have been doing when possible. No work production issues have been encountered thus far. Limited staff work from the office on an as needed basis while practicing health safety protocols.

Norman White, Council Attorney, stated that in response to the health crisis created by the Covid-19 Pandemic, as well as other emergency situations such a hurricanes, it is sometimes necessary for the Council's Executive Director to respond immediately to deadlines that are in place by agreements or contracts with other governmental agencies' grants or other regulations. When responding to a government agency, they will require

documentation that the Executive Director has the authority to act on the Council's behalf. He stated that the purpose of Resolution 2020-5A, is to list and codify all powers and responsibilities of the Executive Director in one document that can be easily referenced when needed. It creates temporary power and certain signing authority given to the Executive Director during declared emergencies, to be used when the Council Board determines that it must operate under emergency conditions. He stated that these actions are to be documented and reported to the Council Chair as soon as they occur, and to the entire Council Board at the earliest opportunity. Mr. White continued by saying that the accompanying Resolution 2020-5B declares the COVID-19 Pandemic an emergency for the Council, until the Council rescinds the Resolution once this emergency has passed.

MOTION

Buddy Mansfield moved to adopt Resolution 2020-5A and Resolution 2020-5B as presented. Mike Thompson seconded.

Motion carried unanimously.

AGENDA ITEM #4 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATIONS FOR 5311 CARES ACT FUNDS

Marybeth Soderstrom, Transportation Director, stated that on March 27, 2020, the CARES Act was signed into law, which provides about \$25 million to recipients in the urbanized and rural areas for Federal Transit Funding (FTA). These federal funds were allocated to FDOT, then FDOT distributes the funds to entities based on certain criteria. Since CFRPC meets the requirement, FDOT presented staff with this opportunity of funding to which they needed a response almost immediately. Ms. Soderstrom stated that staff had prepared grant applications to receive the Federal 5311 CARES Act grant funds for Rural Public Transportation and Mobility Management in the region. She presented Resolutions 2020-5C through 2020-5F, and described each grant's funding amount and what the funds will be used for. She added that there are no match funds required for these grants. These Resolutions give staff authorization to apply for the Federal 5311 CARES Act grant funds.

MOTION

Don Elwell moved to adopt Resolution 2020-5C as presented. Donna Howerton seconded.

Motion carried unanimously.

MOTION

Donna Howerton moved to adopt Resolution 2020-5D as presented. Buddy Mansfield seconded.

Motion carried unanimously.

MOTION

Mike Thompson moved to adopt Resolution 2020-5E as presented. Buddy Mansfield seconded.

Motion carried unanimously.

MOTION

Buddy Mansfield moved to adopt Resolution 2020-5F as presented. Mike Thompson seconded.

Motion carried unanimously.

AGENDA ITEM #5 RESOLUTIONS APPROVING PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) WITH FDOT FOR 5311 CARES ACT FUNDS

Marybeth Soderstrom, Transportation Director, stated that FDOT has proposed new Public Transportation Grant Agreements (PTGA) for Federal 5311 CARES Act grant funds for rural public transportation and mobility management in the region, for which staff was given authorization to submit grant applications in the previous agenda item. Once the funds are awarded, Resolution 2020-G through 2020-J authorizes staff to accept those funds.

MOTION

Buddy Mansfield moved to adopt Resolution 2020-5G, Rural Public Transportation grant funds, as presented. Donna Howerton seconded

Motion carried unanimously.

MOTION

Mike Thompson moved to adopt Resolution 2020-5H, Rural Public Transportation grant funds, as presented. Buddy Mansfield seconded.

Motion carried unanimously.

MOTION

Donna Howerton moved to adopt Resolution 2020-5I, Rural Public Transportation DART Operating grant funds, as presented. Mike Thompson seconded.

Motion carried unanimously.

MOTION

Morris West moved to adopt Resolution 2020-5J, Mobility Management grant funds, as presented. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #6 RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

Pat Steed, Executive Director, stated that Florida's Regional Planning Councils (RPCs) have been asked to assist the Florida Department of Transportation in reviewing local governments' compliance plans for M-CORES study areas. This would be a two-year contract with three sets of deliverables. The Central Florida RPC would be the lead RPC for the MOU and manage the four other RPCs' work products.

MOTION

Keith Keen moved to adopt Resolution 2020-5K as presented which authorizes the Executive Director to enter into a Memorandum of Understanding (MOU) with the Florida Department of Transportation. Buddy Mansfield seconded.

Motion carried unanimously.

AGENDA ITEM #7 FY 2019/2020 BUDGET AMENDMENT #1

Pat Steed, Executive Director, presented a proposed budget amendment to the current FY 2019-20 Budget. She stated that additional revenue has been identified relating to grants that were presented in the previous two agenda items, as well as additional Planning Advisory Service (PAS) funds and their corresponding expenditures. The Council's Finance Committee typically meets in May to review the budget amendment and the upcoming budget prior to presenting to the full Council. However, with the current health crisis, staff emailed this budget amendment to the Finance Committee for their review and comments, and plans to present next year's budget at the June 2020 Council meeting. Ms. Steed presented each amendment to the current year's budget which included two new staff positions and a three percent, one-time payment to all full-time employees and \$500 to each part-time employee.

MOTION

Nathaniel Birdsong moved to approve FY 2019/2020 Budget Amendment #1 as presented. Morris West seconded.

Motion carried unanimously.

AGENDA ITEM #8 AUDIT ENGAGEMENT LETTER

Pat Steed, Executive Director, stated that the Council has received the proposed annual audit engagement letter from Clifton-Larsen-Allen (CLA) to perform the FY 2019-20 audit under the Governmental Accounting Standards Board (GASB) procedures. These services are proposed at an increase of \$500 over the current year's audit.

MOTION

Nathaniel Birdsong moved to authorize the Council Chair and Executive Director to sign the Audit Engagement Letter with CLA for FY 2019-20 Audit. Morris West seconded.

Motion carried unanimously.

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

Marybeth Soderstrom, Transportation Director, reported that the HRTPO's Unified Planning Work Program (UPWP) which is a two -year work plan and budget was adopted and approved by the HRTPO Board on April 15, 2020. Once adopted, it was submitted to FDOT and Federal Highway for their final review. Staff is currently in the process of updating the Transportation Improvement Program (TIP). The TIP details all HRTPO projects in the six-county region of DeSoto, Hardee, Highlands, Okeechobee, Glades and Hendry County. The draft TIP is currently in the public comment period. She added that staff also has the Bike and Pedestrian Safety Plan underway. That plan is currently being submitted to the HRTPO subcommittees for their input before presenting it to the HRTPO Board at their June 17, 2020 meeting. June 30, 2020 is the end of the HRTPO fiscal year. Staff will be working to update the Long Range Transportation Plan (LRTP) which is due March, 2021.

AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT

A. Legislative Outcomes

Pat Steed, Executive Director reported that since the Governor delayed signing the state budget, the funding to update the Council's Regional Hurricane Evacuation Plan will be delayed until further notice.

B. Project Updates

Ms. Steed announced that three RPCs in the State are working together on State level EDA projects with the CARES ACT grant funding for technical assistance to the State Main Street program. The grants may require quick action and if it becomes necessary for her to sign for a grant, she will bring it to the Council at their June 2020 meeting. Also, the Council has recently been invited to submit a grant application to EDA for a \$400,000 grant to study the effects of the COVID-19 Pandemic on the region. It will require a quick

turnaround and if it becomes necessary for her to sign, she will bring it to the Council at the June meeting. She reported that staff is in the negotiation phase of updating the JLUS project that the Council conducted for the Avon Park Air Force Range and its surrounding local governments. DEO is offering small technical assistance planning grants to local governments in the region. They are due June 1, 2020, and staff is available to assist in preparing those grant applications. The Competitive Florida program is also offering grants to local governments. Staff has forwarded that information to all local governments in the region.

Ms. Steed explained that because of the pandemic the state and federal government has enhanced available funding for local government for economic development. She expects the CFRPC will be asked to assist in deploying some of those funds and programs, and will need to be fully staffed to assist in their implementation.

D. FRCA Monthly Report

Ms. Steed presented the FRCA Monthly Progress Report which provided information on current FRCA activities.

AGENDA ITEM #11 OTHER BUSINESS

A. Other Business

There was no other business.

B. The next meeting was scheduled for June 10, 2020, at 9:30 a.m. at CareerSource Heartland, 5901 US Hwy 27 South, Sebring, or via teleconference if necessary.

Ms. Steed stated that if it is necessary to have a teleconference, she will be using a Go-To-Meeting format so PowerPoint slides can be shown.

There being no further business, the meeting adjourned.

Respectfully submitted,

Wauchula City Commissioner, Neda Cobb, Chair
May 13, 2020 Council Meeting Minutes