



## Central Florida Regional Planning Council

Wednesday, September 9, 2020 | 9:30 a.m.

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tablet or smartphone: <https://global.gotomeeting.com/join/463663821>

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### **Meeting Minutes**

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

Chair Neda Cobb called the meeting to order at 9:32 a.m. Norman White led the invocation followed by the Pledge of Allegiance.

Roll was called with the following members present:

Chair, City Commissioner Neda Cobb, City of Wauchula  
Vice-Chair, Commissioner Don Elwell, Highlands County  
Commissioner Buddy Mansfield, DeSoto County  
City Councilmember Keith Keene, City of Arcadia  
Jackie Tucker, DeSoto County Gubernatorial Appointee  
Commissioner Mike Thompson, Hardee County  
Donna Howerton, Highlands County Gubernatorial Appointee; Highlands County School Board  
City Commissioner Bobby Keefe, City of Okeechobee  
City Commissioner Chad Mcleod, City of Lakeland  
City Commissioner Nathaniel Birdsong, City of Winter Haven  
Chandra Frederick, Polk County Director of Growth Management, Ex-officio  
Elizabeth "Libby" Pigman, South Fla. Water Management District, Ex-officio  
Kelly Boatwright for Mary Yeargan, Dept. of Environmental Protection, Ex-officio  
Cindy Rodriguez, Southwest Florida Water Management District, Ex-officio

Members absent:

City Commissioner Charlie Lowrance, City of Sebring  
Commissioner Bryant Culpepper, Okeechobee County  
Commissioner Rick Wilson, Polk County  
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  
Bill Royce, Okeechobee County Planning Director, Ex-officio  
Deborah Chesna, Florida Department of Transportation, Ex-officio

Others in Attendance:

Hillary Holly



Dwan Alexander  
Caroline Ciarkariello  
Marty Mielke

Staff in Attendance:

Pat Steed  
Kathy Hall  
Jennifer Codo-Salisbury  
Curtis Knowles  
Norman White  
Shannon McPherson

**Announcements**

Jackie Tucker's 20 Years of Service Recognition will be presented at the next Council meeting, as Ms. Tucker was having trouble with her technology.

Marybeth Soderstrom, Transportation Director, reviewed the GoToMeeting features.

**AGENDA ITEM #1 PUBLIC COMMENTS**

There were no public comments.

**AGENDA ITEM #2 COUNCIL ADMINISTRATION**

A. Approval of June 10, 2020 Council Meeting Minutes

Chair Cobb asked if there were any changes to the June 10, 2020 Council Meeting Minutes.

**MOTION**

There being none, Buddy Mansfield moved to approve the June 10, 2020 Council Meeting Minutes as submitted. Chad McCloud seconded.

Motion carried unanimously.

B. Financial Report

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

**MOTION**

Keith Keen moved to accept the July 2020 Financial Report as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

**AGENDA ITEM #3 COMPATIBLE USE PLAN FOR THE AVON PARK AIR FORCE RANGE - AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT AND ADMINISTER THE GRANT WITH THE DEPARTMENT OF DEFENSE /OFFICE OF ECONOMIC ADJUSTMENT (DOD/OEA)**

Jennifer Codo-Salisbury, Deputy Director, announced that the Council was approved for a grant from the US Department of Defense/Office of Economic Adjustment to prepare a Compatible Use Plan for the Avon Park Air Force Range (APAFR). She presented a diagram of the seven-jurisdiction study area. The APAFR Joint Land Use Study (JLUS) was completed in 2010 with the support of a Policy Committee and Working Group. Ms. Codo-Salisbury stated that the DOD/OEA recommends updating the Joint Land Use Study also referred to as the Compatible Use Plan, since the Study is more than five years old. The Council has received a proposed agreement from the DOD/OEA for an award of \$244,437.

**MOTION**

Donna Howerton moved to authorize the Executive Director to execute the DOD/OEA contract and administer the grant. Nathaniel Birdsong seconded.

Motion carried unanimously.

**AGENDA ITEM #4 FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT**

Marybeth Soderstrom, Transportation Director, stated that the following Resolutions are usually presented at the December Council meeting. However, this year FDOT's grant schedule is earlier in the year. Ms. Soderstrom presented a brief overview of the HRTPO transit programs and how the grant funds are used in the Heartland Region to provide transportation services for the Transportation Disadvantaged (TD) program. The TD program has two separate TD service areas. They 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 responsibilities of the DeSoto Arcadia Regional Transit (DART) circulator bus transitioned from DeSoto County to the Central Florida Regional Planning Council (CFRPC). She explained that the CFRPC applies for the grant funds and passes 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. She also described the "Heartland Rides" platform which is designed to inform the public about various transportation options available to them and how that information can be accessed.

Marybeth Soderstrom presented a series of Resolutions authorizing the annual grant applications to be submitted to support the Transportation Disadvantaged and rural public transit programs. presented each grant individually and asked for Council authorization.

**A. Resolution 2020-9A, FTA Section 5310 Operating Grant Application for DeSoto, Hardee, Highlands and Okeechobee Counties**

**MOTION**

Nathaniel Birdsong moved to adopt Resolution 2020-9A, authorizing the Executive Director to submit and administer the FTA Section 5310 Operating Grant Application for the DeSoto, Hardee, Highlands and Okeechobee TD Service Area. Bobby Keefe seconded.

Motion carried unanimously.

**B. Resolution 2020-9B, FTA Section 5311 Operating Grant Application for DeSoto, Hardee, Highlands and Okeechobee Counties**

**MOTION**

Nathaniel Birdsong moved to adopt Resolution 2020-9B, authorizing the Executive Director to submit and administer the FTA Section 5311 Operating Grant Application for the DeSoto, Hardee, Highlands and Okeechobee Counties Service Area. Buddy Mansfield seconded.

Motion carried unanimously.

**C. Resolution 2020-9C, FTA Section 5311 Operating Grant for DeSoto Arcadia Regional Transit (DART) Operating Grant for DeSoto County**

**MOTION**

Buddy Mansfield moved to adopt Resolution 2020-9C, authorizing the Executive Director to submit and administer the FTA Section 5311 Operating Grant for DeSoto County. Nathaniel Birdsong seconded.

Motion carried unanimously.

**D. Resolution 2020-9D, FTA Section 5311, Mobility Management Grant for DeSoto, Hardee, Highlands and Okeechobee Counties**

**MOTION**

Nathaniel Birdsong moved to adopt Resolution 2020-9D, authorizing the Executive Director to submit and administer the FTA Section 5311 Mobility Management Grant as presented. Buddy Mansfield seconded.

Motion carried unanimously.

**E.** Resolution 2020-9E, FTA Section 5310 Capital Grant for the DeSoto, Hardee, Highlands and Okeechobee Counties Service Area.

**MOTION**

Buddy Mansfield moved to adopt Resolution 2020-9E, authorizing the Executive Director to submit and administer the FTA Section 5310 Capital Grant as presented. Nathaniel Birdsong seconded.

Motion carried unanimously.

**F.** Resolution 2020-9F, FTA Section 5339 Capital Grant for DeSoto, Hardee, Highlands and Okeechobee Counties Service Area.

**MOTION**

Nathaniel Birdsong moved to adopt Resolution 2020-9F, authorizing the Executive Director to submit and administer the FTA Section 5339 Capital Grant as presented. Buddy Mansfield seconded.

Motion carried unanimously.

**G.** Resolution 2020-9G, FTA Section 5339 Capital Grant for DeSoto Arcadia Regional Transit (DART) Capital Grant for DeSoto County.

**MOTION**

Buddy Mansfield moved to adopt Resolution 2020-9G, authorizing the Executive Director to submit and administer the FTA Section 5339 Capital Grant as presented. Bobby Keefe seconded.

Motion carried unanimously.

**AGENDA ITEM #5 UPDATE ON THE HEARTLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (HRTPO)**

Marybeth Soderstrom, Transportation Director, reported on current HRTPO activities. The next HRTPO Board meeting is scheduled for September 16, 2020, at which members will be asked to approve an RFP for a Community Transportation Coordinator for the Transportation Disadvantaged (TD) program in the multi-county service area of DeSoto, Hardee, Highlands and Okeechobee Counties. The RFP process will begin October 2020, and a new contract will be in place by July 1, 2021. She stated that an on-demand transit feasibility study will begin this month for the Sebring-Avon Park Organized Area. The HRTPO Board will be asked to approve an amendment to the Evaluation Criteria used to rank transportation projects that are submitted by local governments in the region. She stated that the 2045 Long Range Transportation Plan (LRTP) Update is due to be adopted

by March 2021. The Board will be reviewing Network Alternatives and Revenue Forecasts as they continue to develop the 2045 LRTP.

**AGENDA ITEM #6 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) CONTRACT FOR FY 2020-21**

Curtis Knowles, LEPC and Disaster Recovery Program Manager, stated that this is a reoccurring contract, funded by the US Department of Transportation. It is passed to the Council through the Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness (HMEP) Services. The funds are used to provide training opportunities for first responders throughout the region. He presented the Scope of Work for the HMEP contract.

**MOTION**

Nathanial Birdsong moved to approve the HMEP Contract, authorize the Chair's signature, and authorize the Executive Director to administer the contract. Bobby Keefe seconded.

Motion carried unanimously.

**AGENDA ITEM #7 UPDATE OF THE STATEWIDE REGIONAL EVACUATION STUDY**

Curtis Knowles, LEPC and Disaster Recovery Program Manager, stated that the Florida Regional Planning Councils are working under contract with the Florida Department of Emergency Management (FDEM) to update the Statewide Regional Evacuation Study (SRES). The Study provides emergency management officials with data of major factors they can quantify in hurricane evacuation decision making. He discussed CFRPC activities related to the study.

Libby Pigman asked if there was an opportunity to advocate for the widening of SR 70 as it is an evacuation route between US 27 and SR 441.

Pat Steed, Executive Director, explained that this process does not involve advocacy. It considers inventories and a behavioral analysis for emergency management. State road widening is discussed at the Heartland Regional Transportation Planning Organization. SR 70 is being considered in the Strategic Intermodal System (SIS) update by FDOT. She also said that hurricane evacuation routes are a high priority in the update of the Florida Transportation Plan (FTP) underway now.

**AGENDA ITEM #8 APPOINT COMMITTEE TO NOMINATE 2021 COUNCIL OFFICERS**

Chair Cobb appointed DeSoto County Commissioner Buddy Mansfield; Highlands County Gubernatorial Appointee Donna Howerton; and Winter Haven City Commissioner Nathaniel Birdsong to serve on the Nominating Committee to nominate Council Officers for 2021. The Committee will meet and the election will take place at the December Council Meeting.

## **MOTION**

Chad McLeod moved to approve the Nominating Committee as appointed. Nathaniel Birdsong seconded.

Motion carried unanimously.

## **AGENDA ITEM #9 EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION**

Chair Cobb stated that eight (8) performance evaluations were returned by Council members. The Executive Director received nothing less than "Excellent" ratings, with a few "not personally observed". She stated that all the comments made regarding Pat Steed's performance as Executive Director were extremely positive. Chair Cobb read a few of those comments and stated that the evaluation forms are available if anyone would like to see them. She thanked Ms. Steed for her continued outstanding leadership as the Council's Executive Director.

Ms. Steed thanked the Council and stated that she was humbled by the good evaluation and continues to be honored to serve as the Executive Director of a wonderful Council. She added that she is privileged to lead a terrific staff of professionals that are dedicated to the region.

## **AGENDA ITEM #10 EXECUTIVE DIRECTOR'S REPORT**

Pat Steed, Executive Director, reported on the following items:

### **M-CORES Southwest/Central Task Force**

Ms. Steed reported that the Task Force has continued to meet virtually. A meeting was held Tuesday, August 25, 2020 at 9:00 a.m. The next meeting is scheduled for September 2020. The MCORES Task Force are holding in-person locations for the public to attend and make public comments. The location for the August meeting was the Bert Harris, Jr. Agri Center in Sebring. The final report of the Task Force is due by November 15, 2020.

### **Project Updates**

Ms. Steed presented a chart showing unemployment rates for Heartland Counties in the months of May, June, and July 2020. Staff is working with communities in the region, as well as Economic Development Councils and local governments, to find ways to help with current economic challenges and help build resiliency. She presented the four Planning Grant Awards in the Region from the Department of Economic Opportunity to DeSoto County, to the City of Wauchula, to the Town of Lake Hamilton and to the Central Florida Regional Planning Council. The Council staff will perform work on all of these grants. Ms. Steed stated that CFRPC had received the United Way of Central Florida 2019 Summit award. She presented a photograph of the presentation of that award to staff. The



CFRPC won the Small Business Award out of all small businesses in the three counties that participate. She congratulated Highlands County and the City of Winter Haven for winning the Medium and Large Business Awards.

#### Council Transitions

Ms. Steed recognized Commissioner Mike Thompson, Hardee County, since this will be his last meeting before giving up his seat as Commissioner. She thanked him for serving six years on the Council, two of which were as Chair and two were as Vice-Chair. He also served on the Council's Finance Committee. Ms. Steed stated that Commissioner Thompson's guidance and wisdom will be missed on the Council.

Commissioner Mike Thompson stated that it had been a privilege serving on the Council and he enjoyed working with Pat Steed and the staff.

Ms. Steed recognized Commissioner Don Elwell, Highlands County, as this will also be his last meeting before giving up his seat as Commissioner. She thanked him for serving seven years on the Council. He served as the Council's Vice-Chair, Chaired the TD Local Coordinating Board (LCB), and served on the Finance Committee and on the Nominating Committee. Commissioner Elwell also served on the HRTPO Board. Ms. Steed stated that Commissioner Elwell's service to the Council in all capacities is appreciated and his guidance and wisdom will be missed. She wished him well.

Commissioner Don Elwell stated that Ms. Steed has done a great job and has a great team. He added that CFRPC is a fantastic organization and he was proud to have been a part of it.

Chair Cobb stated she was honored to have served with both Commissioner Thompson and Commissioner Elwell, and she learned a lot from each one of them. She shared a few memories of serving with them on the Council and stated that she will miss them both.

#### FRCA Monthly Report

Ms. Steed presented the July 2020 FRCA Monthly Report and stated that the summer Policy Board Meeting was held virtually, and she thanked Jackie Tucker, Nathaniel Birdsong, and Buddy Mansfield for participating. She stated that FRCA sends out an email several times a year, and she hoped each Council member was receiving it. The CFRPC was highlighted in the August email.

#### **AGENDA ITEM #11 OTHER BUSINESS**

An October Council meeting will be held ONLY IF NEEDED on October 14, 2020 at 9:30 a.m. The location will be announced.

There being no further business, the meeting adjourned.



Respectfully submitted,

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Neda Cobb, Chair  
September 9, 2020 Council Meeting Minutes