

# Apalachee Regional Planning Council

## FULL COUNCIL VIRTUAL BOARD MEETING

Thursday – July 23, 2020

10:00 a.m. ET / 9:00 a.m. CT



*315<sup>th</sup> Public Meeting*

<https://global.gotomeeting.com/join/439509661>

OR

<tel:+1-866-899-4679>, [439509661#](tel:+1-866-899-4679)

[www.arpc.org](http://www.arpc.org)

*The Apalachee Regional Planning Council serves its citizens and local governments by providing technical assistance and a forum for communication and collaboration, to preserve and enhance the economic, natural, and social environments of the Apalachee Region.*

**APALACHEE REGIONAL PLANNING COUNCIL**

**EXECUTIVE COMMITTEE**

**Randy Merritt**, Chairman (Wakulla) • **Kristin Dozier**, Vice-Chair (Leon)  
**Ricky Jones**, Secretary/Treasurer (Franklin) • **John Jones**, Past Chairman (Monticello)  
*FRCA Policy Board Members: Kristin Dozier, Lisa Miller and Gene Wright*

**FULL COUNCIL**

**Calhoun County**

Gene Bailey  
*Vacant*  
Don Stephens

County Commissioner  
*Municipal Representative*  
Governor's Appointee

**Franklin County**

Ricky Jones  
Brenda La Paz  
*Vacant*

County Commissioner  
Mayor, City of Carrabelle  
*Governor's Appointee*

**Gadsden County**

Brenda Holt  
Evelyn Goldwire  
Henry Grant

County Commissioner  
Commissioner, City of Gretna  
Governor's Appointee

**Gulf County**

Ward McDaniel  
Johnny Paul  
Michael Hammond

County Commissioner  
Commissioner, City of Wewahitchka  
Governor's Appointee

**Jackson County**

Jim Peacock  
Gene Wright  
*Vacant*

County Commissioner  
Mayor, Town of Malone  
*Governor's Appointee*

**Jefferson County**

Stephen Walker  
John Jones  
*Vacant*

County Commissioner  
Mayor, City of Monticello  
*Governor's Appointee*

**Leon County**

Kristin Dozier  
Dianne Williams-Cox  
Lisa Miller

County Commissioner  
Commissioner, City of Tallahassee  
Governor's Appointee

**Liberty County**

Dexter Barber  
Woody Stewart  
Davis Stoutamire

County Commissioner  
Councilman, City of Bristol  
Governor's Appointee

**Wakulla County**

Randy Merritt  
Gail Gilman  
*Vacant*

County Commissioner  
Mayor, City of St. Marks  
*Governor's Appointee*

**Ex-Officio Members**

Michael Fuller  
Christina Coger  
Maria Showalter  
Diane Scholz

FL Dept. of Environmental Protection  
NW FL Water Management District  
FL Dept. of Transportation  
Enterprise Florida



**APALACHEE REGIONAL PLANNING COUNCIL  
VIRTUAL BOARD MEETING**

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Dial <tel:+1-866-899-4679>, [439509661#](tel:+1-866-899-4679)

**THURSDAY – JULY 23, 2020**

10:00 AM Eastern Time / 9:00 AM Central Time

**DRAFT AGENDA**

1. Call to Order, Pledge of Allegiance and Introductions
2. \*Approval of Agenda
3. \*Approval of Minutes – February 6, 2020 Regular Board Meeting
4. 2020 Legislative Update – Chris Doolin, Small Counties Coalition
5. Executive Director’s Report  
Chris Rietow, ARPC Executive Director
  - A. \*Financial Report
  - B. Staff Program Reports
    1. Economic Development & Community Planning
    2. Disaster Resiliency Coordination
    3. Emergency Planning
    4. Revolving Loan Fund
    5. \*Transportation Planning
    6. Environmental Planning
    7. GIS Program
    8. Housing Program
    9. Communications
  - C. \*Executive Committee Meeting
  - D. \*ICAR Joint Participation Agreement
6. Board Member Reports / Local & Regional Issues Discussion
7. Ex-Officio Member Updates
8. Public Comment
9. Adjournment
10. Next ARPC Board Meeting – September 17, 2020

***\*Items Requiring Board Action***

**APALACHEE REGIONAL PLANNING COUNCIL  
UF IFAS - North Florida Research & Education Center  
155 Research Road – Quincy, FL**

**BOARD MEETING MINUTES – February 6, 2020**

**Item 1: Call to Order and Roll Call**

Chairman Merritt called the meeting to order at 10:00 am. He led the Board in the Pledge of Allegiance and asked all in attendance to introduce themselves for the Roll Call.

**ARPC Board Members in Attendance:**

Calhoun County	Gene Bailey	County Commissioner
Franklin County	Brenda La Paz	Mayor, City of Carrabelle
Gadsden County	Evelyn Goldwire	Commissioner, City of Gretna
Gadsden County	Henry Grant	Governor’s Appointee
Jefferson County	John Jones	Mayor, City of Monticello
Leon County	Kristin Dozier	County Commissioner
Leon County	Dianne Williams-Cox	Commissioner, City of Tallahassee
Leon County	Lisa Miller	Governor’s Appointee
Liberty County	Dexter Barber	County Commissioner
Liberty County	Davis Stoutamire	Governor’s Appointee
Wakulla County	Randy Merritt	County Commissioner

**Ex-Officio Members in Attendance**

Beth Hollister	NW FL Water Management District
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**ARPC Staff in Attendance**

Chris Rietow	Executive Director
Josh Adams	Environmental Planning Manager
Zach Annett	Emergency Planning Manager
Kwentin Eastberg	Planning Manager
Melissa Franklin	Communications Coordinator
Sarah Hibbard	GIS Specialist
Pat Maurer	Commuter Assistance Coordinator
Caroline Smith	Regional Planner / Economic Development
Peter Traficante	Associate Planner
Janice Watson	Finance Director/ Loan Coordinator

**Others in Attendance**

Melissa Corbett – Wakulla County Planning	Heather Nelson – Tallahassee Int. Airport
Rudy Maloy – Senator Al Lawson	Jennifer Parades – FL Fish & Wildlife Com.
Jim McShane – CareerSource Capital Region	Monica Pitts – Calhoun County Housing

Chairman Merritt welcomed the ARPC guests and asked that the records show an executive quorum of the Apalachee Regional Planning Council (ARPC) was in attendance.

### **Items 2 and 3: Approval of the Agenda and the Minutes**

**A motion was made by John Jones to approve the February 6, 2020 Agenda and the Minutes of the November 21, 2019 ARPC Full Council Board Meeting as presented. The motion was seconded by Davis Stoutamire. A vote was taken, and the motion carried unanimously.**

### **Item 4: Regional Commuter Assistance Program Overview**

Pat Maurer, ARPC Commuter Assistance Coordinator, reviewed the many benefits of the ARPC's RideOn Commuter Services Program and emphasized the RideOn advantages for employers of the Region. Chairman Merritt stated that it would be advantageous for Ms. Maurer to make similar presentations to the County Commissions of the Region when schedules permitted. Chris Rietow noted that the RideOn program used to be titled Commuter Services of North Florida under the management of FSU. He explained that through the rebranding of the program, the FL Dept. of Transportation (FDOT) was contracting directly with the ARPC and the Emerald Coast Regional Council (ECRC). Mr. Rietow talked briefly about the RideShark software which the RideOn program uses to link riders and commuters across the ARPC and ECRC regions. He noted that the initial contract with FDOT was for one year, but upon a favorable delivery of service by the ARPC and the ECRC, FDOT had indicated the potential to extend the contract for subsequent years. Ms. Maurer encouraged the Board to contact her if they had any further questions or needed additional information about the program.

### **Item 5: Executive Director's Report**

**5A – Financial Report:** Mr. Rietow reviewed with the Board the Draft Budget for FY 2019/2020, and the Budget Reports and Reconciled Check Registers as of October 31, 2019, November 30, 2019, and December 31, 2019.

**A motion was made by Commissioner Gene Bailey to approve the Budget for FY 2019 / 2020 as presented. The motion was seconded by Davis Stoutamire. A vote was taken, and the motion carried unanimously. A copy of the FY 2019/2020 ARPC Budget is included to these minutes as "Attachment A"**

**A motion was made by John Jones to approve the Budget Reports for the periods ending October 31, 2020, November 30, 2019 and December 31, 2019 as presented. The motion was seconded by Davis Stoutamire. A vote was taken, and the motion carried unanimously.**

**5B – Staff Reports:** Mr. Rietow highlighted the following ARPC Program Reports prepared by ARPC staff and included in the Board Package beginning on page 21. He shared program updates with the Board subsequent to the Board Package publication.

1. Economic Development & Community Planning – Caroline Smith
2. Disaster Recovery Coordination – Ben Chandler
3. Emergency Planning – Zach Annett, Anthony Carpanini, Denise Imbler
4. Revolving Loan Fund – Janice Watson
5. Transportation Planning – Kwentin Eastberg, Pat Maurer
6. Environmental Planning – Josh Adams

7. GIS Program – Sarah Hibbard
8. Communications Program – Melissa Franklin

**5.B.1 – Economic Development Program:** Mr. Rietow reported that ARPC staff had submitted an application to the US Economic Development Administration (EDA) for the recapitalization of the ARPC's Revolving Loan Fund (RLF). He stated that a letter of further consideration had been received from EDA, which meant that the project was moving into the second level of review by EDA. Mr. Rietow requested approval from the Board to move forward with the project if awarded by EDA. He explained that if awarded this fund would be maintained as a separate fund and not combined with the ARPC's current EDA/RLF.

**A motion was made by Henry Grant to approve the ARPC moving forward with the establishment of a second RLF program if awarded by the EDA. The motion was seconded by Commissioner Kristin Dozier. A vote was taken, and the motion carried unanimously.**

**5.B.3 – Emergency Planning Update:** Mr. Rietow reported that ARPC staff had contracted with Jackson County to complete an update to its Comprehensive Emergency Management Plan (CEMP), noting that ARPC staff would also be working with Jackson County and Wakulla County to potentially update their Local Mitigation Strategies (LMS).

**5.B.6 – Environmental Planning Update:** Mr. Rietow reported that ARPC staff had met with Senator Bill Montford to discuss the Franklin-98 project and to encourage his support through the FDOT. Mr. Rietow noted that approval determination for construction funding from the National Fish and Wildlife Federation (NFWF) was expected within the next few months.

**5.B.7 – GIS Program Update:** Mr. Rietow reported that ARPC GIS Specialist Sarah Hibbard would be leaving the ARPC to take a position with the Northwest FL Water Management District (NFWFMD), and interviews were being scheduled to hire a replacement GIS Specialist. Lisa Miller questioned how the position had been funded and Mr. Rietow explained that the position had been funded for the last two years out of the Apalachee Online Community Planning Technical Assistance Grant from the FL Dept. of Economic Opportunity (FDEO). Ms. Miller also asked which ARPC counties had used ARPC GIS Mapping Services. Mr. Rietow replied that the ARPC had contracts with Franklin and Gadsden County to provide as needed GIS mapping. Chairman Merritt noted that the ARPC had also assisted Wakulla County with flood mitigation maps that had been very helpful. Commissioner Kristin Dozier added that current GIS information was an invaluable tool in recruiting new businesses and encouraged the Board to use every opportunity to promote all the programs and capabilities of the ARPC. Mr. Rietow stated that ARPC would continue to promote the ARPC GIS Program throughout the Region, especially through the continued maintenance and update of the Apalachee Online website.

**5.B.8 – Communications Program Update:** Mr. Rietow introduced ARPC Communications Coordinator Melissa Franklin to the Board. He highlighted the previous free-lance website development and graphic design work she had completed for the ARPC on the Hemp Summit,

before being hired as a full-time staff member of the ARPC. Ms. Franklin previewed the new ARPC website for the Board and discussed her recent work on updating the ARPC Facebook page. Mayor La Paz commended the ARPC for the continued stream of useful information that is posted by the ARPC on social media. Commissioner Dianne Williams-Cox offered her support of the new website and noted how important it was for the ARPC to maintain a current website to promote all the work being accomplished by the ARPC.

5.C – 850 Hemp Summit Recap: Commissioner Kristin Dozier briefly reported briefly on the 850 Hemp Summits held on October 2<sup>nd</sup> in Tallahassee and on November 13<sup>th</sup> in Marianna. She explained that it was a true team effort on an incredibly fast paced project which was accomplished with less than four months planning. Commissioner Dozier shared a highlight video of the 2019 ARPC Hemp Summit and reviewed what the conference was about, who the contacts were, and the plan for moving forward with the information gained from the conference. She gave the Board a basic history of industrial hemp and shared an informational flyer with the Board being prepared by ARPC staff. Commissioner Dozier noted the major participants in the Summit and commented on how well engaged the legislative delegation from the Apalachee Region had been throughout the entire process.

Commissioner Dozier stressed the importance of moving forward on the momentum created through the 2019 ARPC Hemp Summits and suggested the importance of the following:

- Using public outreach tools like social media and a newsletter to keep the key players and participants engaged in promoting the Industrial Hemp Industry in the Region.
- Remembering to keep the Industrial Hemp at the front of Economic Development conversations and in business recruitment by local governments and Economic Development Organizations.
- Having an annual ARPC Hemp Summit to build on the momentum achieved at the 2019 Summits, with the understanding that ARPC staff would be allowed more time to assist in the development of future Summits.

Mayor Brenda La Paz commented on how effective the Summits had been and explained that the Summits were a perfect example of the ability of the ARPC to address large regional issues. She stated her approval of the ARPC hosting an annual Summit. After a lengthy discussion, the Board approved by unanimous general consensus moving forward with plans for a 2020 Hemp Summit. Mr. Rietow stated that the ultimate goal of the 2020 Hemp Summit would be to promote economic development, with an additional focus on using the creation of the Industrial Hemp Industry as a tool for Hurricane Michael long-term economic recovery.

Mr. Rietow commended Commissioner Dozier for her leadership on the Hemp Summits stating that without her drive and initiative the Summits would not have happened, much less been the success that they were. Mr. Rietow read a letter of commendation to Commissioner Dozier from the ARPC and presented her with the ARPC DREAM (Distinguished Regional Enhancement Advocate Merit) Award for her exemplary services to the Apalachee Region. The Board applauded Commissioner Dozier. Chairman Merritt thanked her on behalf of the Board for her continued and unwavering support of the ARPC, its programs and its mission.

5.D – Executive Committee Meeting Overview: Mr. Rietow reviewed the minutes of the ARPC Executive Committee meeting held on December 19, 2019 included in the Board package beginning on page 61.

**A motion was made by Dianne Williams-Cox to ratify the actions of the ARPC Executive Committee taken at its meeting on December 19, 2019. The motion was seconded by Henry Grant. A vote was taken, and the motion carried unanimously.**

5.E – ARPC Bylaws Update: Mr. Rietow handed out copies of the Revised ARPC By-Laws approved by the ARPC Executive Committee, noting the change that ARPC Board Members would now be restricted to two consecutive two-year terms as Officers in the revised ARPC By-Laws.

**A motion was made by Dianne Williams-Cox to approve the Revised ARPC By-Laws as presented and approved by the ARPC Executive Committee. The motion was seconded by Lisa Miller. A vote was taken, and the motion carried unanimously. A copy of the Revised ARPC By-Laws is included to these minutes as “Attachment B”.**

5.F – 2019 ARPC Goals Evaluation and Proposed 2020 ARPC Goals: Mr. Rietow reviewed the table on page 63 of the Board Package which outlined the ARPC’s progress on achieving the 2019 ARPC goals. He reported the achievement of the goal to develop an ARPC Annual Report and handed out copies of the 2019 ARPC Annual Report prepared and compiled by Ms. Franklin. Commissioner Williams-Cox suggested that the ARPC Annual Report should be posted on the ARPC website. Chairman Merritt suggested that a copy of the report should also be sent to the ARPC counties for inclusion on the respective county websites. Mr. Rietow reviewed the Proposed ARPC 2020 Goals included in the Board package on Page 64. The Board discussed each goal and by general consensus approved the ARPC 2020 Goals as presented. A copy of the ARPC 2020 Goals are included to these minutes as “Attachment C”

#### **Item 6: Board Member Reports / Local & Regional Issues Discussion**

Commissioner Dozier reviewed the recent meeting of the Florida Regional Councils Association (FRCA) Policy Board. She reported that the meeting focused on several environmental projects, noting that resiliency is getting a lot of traction across the State of Florida. Commissioner Dozier reported that she and Mr. Rietow, representing FRCA, had recently had a very successful meeting with the State Resiliency Officer Dr. Julie Nesheiwat. She reported that Dr. Nesheiwat was very impressed with FRCA’s willingness to do whatever it could to assist the State in promoting resiliency. Commissioner Dozier commended Mr. Rietow on his leadership as Chairman of the FRCA Executive Directors Advisory Committee (EDAC) and shared her encouragement that the State Resiliency Office immediately recognized at the meeting that there was a competent network of planners in place across the State that were ready and available to partner with the Governor’s Office on Resiliency.



Lisa Miller cautioned the Board to stay abreast of unlicensed roofing contractors that are canvassing the area looking for work as the Hurricane Michael recovery efforts continue across the Region.

Commissioner Dozier suggested that at some time in the future, the ARPC might explore the option of a regional recycling effort. Mayor La Paz stated that Franklin County was having a hard time selling their recycling and losing money every year on the process. Commissioner Gene Bailey stated that Calhoun County lost money every year on its recycling program. Mayor John Jones noted that Jefferson County was sorting its recycling, but currently had nowhere to sell it. Commissioner Dozier stated that Leon County was beginning a study on the local government issue of efficiently and economically disposing of recycling. She agreed to share the results of the study with the ARPC Board upon completion.

Chairman Merritt asked for any further Board or public comments and there were none. He announced that the next ARPC Board meeting would be held on March 19, 2020 at the same location.

There being no further business the meeting was adjourned at 12:00 pm.

APPROVED BY:           THE APALACHEE REGIONAL PLANNING COUNCIL  
                                  MEETING IN REGULAR SESSION ON JULY 23, 2020

SIGNED:

ATTEST:

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Randy Merritt  
Chairman

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Chris Rietow  
Executive Director

## Attachment "A"

APALACHEE REGIONAL PLANNING COUNCIL FY 2019 / 2020 BUDGET					
INCOME/REVENUES:		Income Sub-Total by Category			
EDA Planning Grant	70,000				
EDA Recovery Coordinator	20,000				
EDA Franklin Long Term Recovery	40,000				
Calhoun Long Term Recovery	20,000				
Liberty Long Term Recovery	20,000			Economic	
Revolving Loan Fund - Admin	10,000	180,000		Development	14%
FDACS - Animal Safety Planner	15,000				
FDEM - Hazards Analyses	22,000				
FDEM - HMEP Planning	40,000				
FDEM - HMEP Training	30,000				
FDEM - Local Emergency Planning	80,000			Emergency	
Small EM Contracts	6,500	193,500		Planning	15%
EPA - Brownfield	4,000				
FDEP Hwy 98	29,500				
FDEP - Carrabelle LMP	23,000				
FDEP - SQG	35,000				
RCSC - Admin	10,000			Environmental	
Small Enviro Contracts	5,000	106,500		Planning	8%
ARPC County Dues	73,500				
ARPC Hemp Summit	30,000				
Big Bend Health Care Coalition	120,000				
CDBG - Port St. Joe	12,000				
Continuum of Care	30,000				
FL Regional Councils Association	60,000				
Quincy-Gadsden Airport Authority	30,000				
FDEO - Apalachee Online	64,000				
FDEO - Panacea Competitive FL	40,000				
FDEO - Midway Competitive FL	40,000				
FDEO - Chattahoochee Streetscape	32,600			Technical	
Small TA Contracts	5,000	537,100		Assistance	40%
CTD - Transportation Disadvantaged	185,000				
FDOT - RideOn	130,000	315,000		Transportation	24%
<b>TOTAL INCOME/REVENUES</b>	<b>1,332,100</b>	<b>1,332,100</b>			100%
<b>OPERATING EXPENSES:</b>					
Accounting	1,000				
Advertising	2,500				
Audit	20,000				
Board Meeting Expenses	4,000				
Contingency	105,100				
Consultants (Contract Required)	37,000				
Dues (FRCA, NADO, SERDI, others)	31,000				
Equipment Lease - Copiers	12,000				
Events	34,000				
Fringe Benefits	185,000				
Insurance (Work Comp, Liability)	12,000				
IT Tech Support	25,000				
Legal	2,000				
Licenses (REMI)	6,500				
Miscellaneous	500				
Office Supplies	5,000				
Postage	3,000				
Rent	55,000				
Salaries	730,000				
Subscriptions & Publications	500				
Telephone	11,000				
Travel - Staff / Board	50,000				
<b>TOTAL OPERATING EXPENSES:</b>	<b>1,332,100</b>				



**BYLAWS**  
of the  
**APALACHEE REGIONAL PLANNING COUNCIL**

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**1. ORGANIZATION**

The name of the agency shall be the Apalachee Regional Planning Council. It is a regional planning council formed in August of 1977 under the authority of Chapter 160, Florida Statutes, as a voluntary association of local governments of the counties and municipalities which comprise the Region, namely, the counties of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla. The regional boundaries are those defined as Comprehensive Planning District Two as specified by rule by the Executive Office of the Governor pursuant to 27E-1.002, F.A.C.

**2. POWERS AND DUTIES**

The Council shall have the following powers and duties prescribed and granted by Chapter 186.505(1) through (25), Florida Statutes, and as they may be amended from time to time.

### 3. MEMBERSHIP

The Council shall consist of twenty-seven (27) voting members. A voting member shall represent each Principal member unit of the Council as described in the following.

- a. One voting member from each member county shall be a member of that county's Board of County Commissioners and appointed by that Board. If an alternate is assigned on the annual appointment form, the alternate must also be a county elected official.
- b. One voting member from each member county shall be a Mayor, a City Commission or Council member, or other elected municipal official from one of the local general-purpose governments in the county, appointed by the Board of County Commissioners from the respective County.
- c. Any municipality in the Region having a population of 50,000 persons or more may join the Council. They shall have one (1) voting member who is appointed by the governing body of the municipality.
- d. There shall be nine (9) voting members appointed by the Governor, subject to confirmation by the Florida Senate. One (1) member who is a resident of that county shall represent each County.
- e. **Ex-officio Members:** There may be (1) non-voting ex-officio member from the Northwest Florida Water Management District (NFWFMD), from the Florida Department of Transportation (FDOT), from the Florida Department of Environmental Protection (FDEP), and from the Florida Department of Economic Opportunity (FDEO).

### 4. OFFICERS, TERM OF OFFICE AND STANDING COMMITTEES

- a. **Officers:** The Council shall elect from its membership, a Chairman, a Vice-Chairman and a Secretary/Treasurer. The Chairman shall preside over regular and special meetings of the Council. The Chairman may also represent and speak for the Council at other official meetings and functions. The Vice-Chairman shall assume duties of the Chairman on request of the Chairman or in the absence of the Chairman.
- b. **Terms of Office:** The Chairman, Vice Chairman, and Secretary/Treasurer shall be elected bi-annually. All officers are limited to two consecutive two-year terms.

- c. **Elections:** The election of the Chairman, Vice Chairman and other officers as may be created or appointed by the Council shall be at the November meeting of the calendar year every other year. Installation shall follow immediately.
- d. **Standing Committees:** The Council may establish such standing committees, as it may deem appropriate to the efficient pursuit of its duties and responsibilities. Members of all committees shall be appointed by the Chairman and shall serve at his or her discretion. Ad hoc and special committees may be appointed and dissolved by the Chairman with the approval of the Council. The following committee is hereby established as a standing committee.
  - 1. **Executive Committee:** Duties of the Executive Committee shall be to represent and act on behalf of the Council between regular meetings, on personnel relations and regulations, budget control, and on contractual relationships with individuals, agencies and firms. The Committee may meet in lieu of the regular Council meeting and shall have the authority to conduct Council business. Membership shall be composed of the Chairman, Vice Chairman, Secretary/Treasurer, Past Chairman and FRCA Policy Board Members.

## 5. EXECUTIVE DIRECTOR

- a. The Executive Director of the Apalachee Regional Planning Council shall be selected by the Executive Committee and shall be appointed by a majority of those Council members present and voting at an official meeting of the Council at which an appointment is being considered. Compensation for the Executive Director shall be set and adjusted from time to time by the Executive Committee and ratified by the Full Council.
- b. The Executive Director shall be appointed for an indefinite term to continue for such time as both parties find the association to be satisfactory. Neither party shall terminate the period of employment with less than sixty (60) days written notice, unless the other party waives the rights to such notice. The Council retains the right to remove the Executive Director from office for just cause without notice or compensation in the event of fraud, dishonesty, or criminal actions and may suspend said Executive Director pending investigation and hearings on charges before the Council.
- c. The Executive Director shall operate the Regional Planning Agency with the concurrence of the Council, and shall report at each meeting of the Council on the progress, problems and status of the approved programs. The duties and the limits of his or her authority shall, from time to time, be prescribed by the Council and shall include, but not be limited to the following:

1. Recruit, employ, set compensation, and train and direct all authorized staff personnel in accordance with the annual budget as approved by the Council.
2. Approve all expenditures and account for all budgeted funds.
3. Prepare all budgets for Council review and approval.
4. Negotiate for all available funding from local, state and/or federal or private sources.
5. Conduct such research, planning and economic development programs as will benefit the member governments as approved by the Council.
6. Coordinate the programs of all departments to insure maximum benefit and minimum costs.

## **6. GENERAL INFORMATION**

The office of the Council is located at 2507 Callaway Road, Suite 200, Tallahassee, Florida. The mailing address is the same. The office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, excepting authorized legal holidays. Any person wishing to obtain specific forms, applications for licensees, permits, publications, documents, or information, may do so at this office.

## **7. PUBLIC RECORDS**

Any and all Council correspondence, reports, publications, memoranda and other documents are public records and thus open for public inspection during office hours.

The Council maintains a list of publications available and the cost per document. Individuals using the Council's copying machine are charged a set per page fee. Any person may purchase documents. Local general-purpose governments within the region shall be charged only the direct cost of production and are not subject to regular cost schedules.

## **8. PUBLIC MEETINGS**

The Council normally meets every other month on the third Thursday of the month at 10:00 a.m. Eastern Time. The date and time of regular meetings may change for the convenience of the Council. The Chairman or any two Executive Committee members may call Executive Committee meetings. The Council and Executive Committee meetings shall be conducted pursuant to Roberts Rules of Order Revised.

- a. **Quorum:** A majority of voting members shall constitute a quorum. For purposes of establishing a quorum, the following rules shall apply. (1) Vacant seats on the Council shall not count as a "voting member". (2) Any member who has been reasonably notified by the appointing body and is unresponsive, shall not count as a "voting member". In the event that a quorum is not present, a majority of the voting members present may reschedule and adjourn the meeting.

A quorum for the Executive Committee will consist of three (3) voting members. During circumstances that require immediate action, the Executive Committee may conduct its business via teleconference.

- b. **Annual Meeting:** The regular January meeting shall be known as the Annual Meeting and shall be for the purpose of installing the Chairman, Vice-Chairman and Secretary/Treasurer, hearing the Annual Report, and conducting other business as may come before the membership.
- c. **Notice:** The general public is cordially invited to all Council meetings and proceedings. Notice of these meetings is published at least ten (10) days prior thereto in the Florida Administrative Register. In addition, notice is mailed to all Council members and to anyone who has requested notice.

Adopted on the 6<sup>th</sup> day of February 2020 at the Council's Board Meeting.

  
\_\_\_\_\_  
Randy Merritt  
Chairman

  
\_\_\_\_\_  
Chris N. Rietow  
Executive Director



# APALACHEE REGIONAL PLANNING COUNCIL

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, & Wakulla counties & their municipalities

LOCAL PARTNERSHIPS, REGIONAL IMPACT.

## 2020 Apalachee Regional Planning Council Goals

- I. Return financial stability to the Council
  - a. Continue to restore the operating budget by adding an additional \$20,000 in reserves.
  
- II. Grow and expand the capabilities of the Council
  - a. Establish a Rural Transportation Planning Organization for the rural counties within the Region not represented by the CRTPA.
  - b. Expand the RLF Program by increasing the principal base with USDA funds.
  - c. Successfully establish the Regional Commuter Assistance Program for DOT District 3 in conjunction with the Emerald Coast Regional Council.
  - d. Stand up a Housing Program with trained staff that can assist with the administration of the Hurricane Housing Recovery Program for counties in need.
  - e. Continue to expand the GIS Program by providing additional technical assistance to local governments in the Region.



## AGENDA ITEM - 5

### EXECUTIVE DIRECTOR REPORT – Chris Rietow

The following items will be reported and discussed with the Board:

- A. **\*Financial Reports:** On the following pages are the following financial reports:
  - Budget / Expenditure Report for the month ending June 30, 2020
- B. **\*Staff Reports:** Staff program reports are included on the following pages. Staff will be present at the meeting to answer any questions and report on any additional program updates.
- C. **\*ARPC Executive Committee Meeting:** Staff will highlight actions taken at the May 21, 2020 Executive Committee Meeting.
- D. **\*ICAR Agreement:** Staff will review the updated Intergovernmental Coordination and Review and Public Transportation Joint Participation Agreement as required by F.S. 339.175(10)(a)(2).

### ACTIONS NEEDED

\*Motion to accept ARPC Financial Reports for the period ending June 30, 2020.

\*Motion to ratify the actions taken by the Executive Committee.

\*Motion to accept updated ICAR Agreement.

**Apalachee Regional Planning Council  
Budget Report as of 6/30/20**

Bal. 5/31/20 Bal. 9/30/19

73,977.81 108,278.71

LINE-ITEM	FY 19/20 Budget	June 2020	FY-To-Date as of 6/30/20	Budget Balance	Budget Used
<b>General Revenue</b>					
EDA Planning Grant	70,000	-	52,500.00	17,500	75%
EDA Disaster Recovery Coordinator	20,000	-	40,000.00	(20,000)	200%
EDA Franklin Long Term Recovery	40,000	-	20,000.00	20,000	50%
Calhoun LTR Plan	20,000	-	-	20,000	0%
Liberty LTR Plan	20,000	-	-	20,000	0%
Revolving Loan Fund - Admin	10,000	-	6,040.43	3,960	60%
FDACS - Animal Safety Planner	15,000	1,250.00	10,100.00	4,900	67%
FDEM - Hazards Analyses	22,000	4,406.40	22,032.00	(32)	100%
FDEM - HMEP Planning	40,000	-	32,253.80	7,746	81%
FDEM - HMEP Training	30,000	-	24,129.00	5,871	80%
FDEM - LEPC Support Staff	80,000	-	57,300.00	22,700	72%
Misc. Small EP Contracts	6,500	-	6,500.00	-	100%
EPA - Brownfield	4,000	81,500.00	81,500.00	(77,500)	2038%
FDEP Hwy 98	29,500	79,000.00	125,000.00	(95,500)	424%
FDEP - Carrabelle LTR	23,000	-	68,700.00	(45,700)	299%
FDEP - SQG	35,000	8,000.00	8,000.00	27,000	23%
RESTORE - Jefferson	-	2,725.00	2,725.00	(2,725)	0%
RCSC - Admin	10,000	-	5,000.00	5,000	50%
Misc. Small Enviro. Contracts	5,000	-	-	5,000	0%
Calhoun HHRP Admin	-	10,500.00	36,800.00	(36,800)	
ARPC County Dues	73,500	-	66,925.25	6,575	91%
ARPC - Hemp Summits	30,000	-	30,006.00	(6)	100%
BBHCC - Admin	120,000	-	93,465.00	26,535	78%
CDBG - PSJ Admin	12,000	-	12,000.00	-	100%
CoC - Admin	30,000	2,500.00	22,500.00	7,500	75%
FRCA - Admin	60,000	3,100.00	37,450.00	22,550	62%
QGAA - Admin	30,000	2,500.00	22,500.00	7,500	75%
FDEO - Apalachee Online 2	64,000	-	21,727.88	42,272	34%
FDEO - Panacea Competitive FL	40,000	20,000.00	20,000.00	20,000	50%
FDEO - Midway Competitive FL	40,000	20,000.00	20,000.00	20,000	50%
FDEO - Chattahoochee Streetscape	32,600	8,300.00	32,600.00	-	100%
Misc. Small TA Contracts	5,000	-	50,900.00	(45,900)	1018%
CTD - Transportation Disadvantaged	185,000	-	133,012.16	51,988	72%
FDOT - RideOn	130,000	12,321.99	80,927.28	49,073	62%
<b>TOTAL REVENUE</b>	<b>1,332,100</b>	<b>256,103.39</b>	<b>1,242,593.80</b>	<b>89,506</b>	<b>93%</b>
<b>General Expenses</b>					
Accounting	1,000	36.00	1,346.70	(347)	135%
Advertising	2,500	237.40	943.49	1,557	38%
Audit	20,000	-	5,000.00	15,000	25%
Board Meeting Expenses	4,000	-	2,455.63	1,544	61%
Contingency & Project Pass-Thru	105,100	4,243.98	60,580.19	44,520	58%
Consultants (HMEP-T, CDBG, Hwy 98)	37,000	91,500.00	285,207.38	(248,207)	771%
Dues (FRCA, NADO, SERDI & Other)	31,000	-	29,387.00	1,613	95%
Equipment Lease - Copiers	12,000	788.75	8,138.29	3,862	68%
Events (Hemp Summits)	34,000	-	32,323.14	1,677	95%
Fringe Benefits (FICA, CHP & FRS)	185,000	17,069.92	137,567.21	47,433	74%
Insurance (Work Comp, Liability)	12,000	-	9,941.13	2,059	83%
IT Tech Support & Equipment	25,000	811.27	19,556.08	5,444	78%
Legal	2,000	-	-	2,000	0%
Licenses (REMI)	6,500	-	5,530.50	970	85%
Miscellaneous	500	-	69.14	431	14%
Office Supplies	5,000	123.86	3,506.38	1,494	70%
Postage	3,000	250.00	1,975.34	1,025	66%
Rent	55,000	4,390.00	40,765.00	14,235	74%
Salaries	730,000	63,200.00	533,243.97	196,756	73%
Subscriptions & Publications	500	-	160.14	340	32%
Telephone & Internet	11,000	1,054.05	7,356.44	3,644	67%
Travel	50,000	248.45	19,691.84	30,308	39%
<b>TOTAL EXPENSES</b>	<b>1,332,100</b>	<b>183,953.68</b>	<b>1,204,744.99</b>	<b>127,355</b>	<b>90%</b>
	Bal. 6/30/20	146,127.52	146,127.52	Bal. 6/30/20	
	Operating Acct. Balance 6/30/20		146,127.52		



**AGENDA ITEM 5 – B – 1**  
**ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM**  
Caroline Smith

2018-2022 Comprehensive Economic Development Strategy (CEDS) Update:

ARPC staff is coordinating with regional partners to implement CEDS objectives. ARPC staff is engaged in conversations with Economic Development Administration (EDA) staff and regional partners to figure out the best way to incorporate economic recovery from Hurricane Michael and COVID-19 into the 2020 CEDS update, which will take form as an online, interactive CEDS. The new online CEDS will feature daily data updates and emphasize the Region’s narrative as it relates to economic development and resiliency. ARPC staff is currently building the website.



*Panacea Asset Mapping Exercise*

Other Technical Assistance: ARPC staff continues to assist regional partners with Economic Development Planning, Intergovernmental Coordination and other tasks.

**DEO Grant Applications, 2020-2021** – ARPC staff worked with several communities to submit grant applications to the Florida Department of Economic Opportunity’s (DEO) Community Planning Technical Assistance Program and the Competitive Florida Partnership Program for 2020-2021. Grant awards will be announced later this month.

**Community of Panacea, Competitive Florida** – As part of the Competitive Florida Partnership Grant, ARPC staff hosted an asset mapping exercise in Panacea, during which various county, state, and federal partners met to discuss local economic development. The exercise included a community-led tour of commercial, historical/cultural, and recreational assets as well as a “Taste of Panacea” meet-and-greet at the Wakulla Welcome Center, during which food-business owners from Panacea shared both samples of their wares and their personal experiences with entrepreneurship in Wakulla County. ARPC staff has closed out the grant with the FL Dept. of Economic Opportunity (FDEO). ARPC staff plans to officially finalize the project for the community when a final public meeting can be safely held.



*Local ‘Apalachee Bay Oyster Company’ business at Panacea Asset Mapping Exercise*

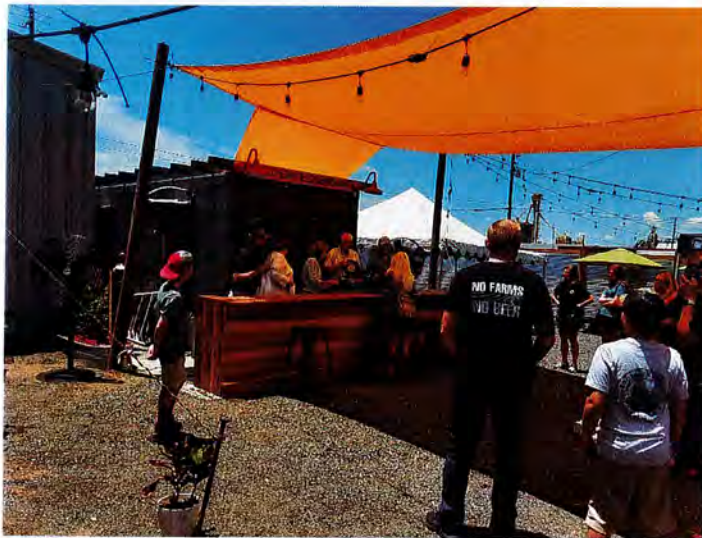
**City of Midway, Competitive Florida** – ARPC staff has continued to implement project activities associated with the Competitive Florida Partnership Grant in Midway, including a virtual asset mapping exercise. Due to COVID-19 restrictions, ARPC staff decided to subcontract with The Workmans, a local photography/videography business, to



Sample of drone footage used for Midway's virtual asset mapping exercise.

develop aerial and street-level drone footage of the City of Midway as an alternative to showing visitors the city in-person. The footage was then shared via a custom-built website over a teleconference with city staff, community members, and state and federal agency partners. This was the first attempt to conduct asset mapping remotely and, given its success, may become a model for future Competitive Florida activities that take place under

similar social distancing guidelines. ARPC staff has finalized the grant requirements with FDEO and, delayed by COVID-19, will officially finalize Midway's Economic Development Plan with the community at a later city council meeting in 2020.



Partial exterior view of Southern Fields Brewing during the recent grand opening in Campbellton.

**Town of Campbellton, *Campbellton Crossroads*** – ARPC staff worked with the Town of Campbellton and FDEO to execute the contract for Campbellton's 2020-2022 Rural Infrastructure Fund (RIF) planning grant. The project, entitled *Campbellton Crossroads*, entails creating a town center redevelopment plan for the community, including the area surrounding town hall, the community center, and local businesses like Southern Fields Brewing. Project activities are now underway.

**Franklin County Long Term Recovery Strategy** – ARPC staff continues work on the EDA-funded Long-Term Recovery Strategy for Franklin County. The project's goal is to increase commercial activity and jobs in Franklin County through novel planning policies and business recruitment strategies. ARPC staff received a project timeline extension to 9/30/20 from the US Economic Development Administration (EDA).

**ARPC Revolving Loan Fund (RLF) Expansion** – In Fall 2019, ARPC staff submitted an application to the EDA to recapitalize the ARPC's RLF. ARPC staff recently received news that the project would be funded by EDA. Additionally, through the federal CARES Act for COVID-19 response/recovery, EDA will allocate additional funding to the ARPC for the RLF program. An official announcement will be forthcoming.

**AGENDA ITEM 5 – B – 2**  
**EDA Disaster Resilience & Recovery Program – Ben Chandler**

Program Summary:

Like all other programs, the ARPC Disaster Resilience & Recovery Program has needed to adapt to the changing conditions brought forth by the COVID-19 pandemic. Meetings and public workshops have largely been conducted via teleconference and having online materials available for review. Within the first half of 2020, the program has been working in the following areas:

**2019 Disaster Supplemental Funding (EDA)**

In early 2020, the window of opportunity closed for applications for disaster relief funding available through the U.S. Department of Commerce, Economic Development Administration (EDA) in response to Hurricane Michael. The regional recovery projects that continue to move forward under this funding opportunity include:

**REGIONAL**

- Expansion of ARPC Revolving Loan Fund (RLF) for the 9-County Region. EDA awarded \$800,000 in support of a \$200,000 match from the Tallahassee/Leon County Office of Economic Vitality. These funds will be used to augment the existing ARPC RLF operations.

**GULF COUNTY**

- Hangar Facility at Costin Airport
  - EDA has issued a letter for further consideration of this project seeking funding to provide infrastructure to support a new hangar facility and other development of the airport property.
  - The project would provide infrastructure for a paved road to the entrance of the hangar site.
  - The project aims to diversify the County's economic base and create 71 new high tech/communication/advanced manufacturing jobs.

**2020 CARES Act (EDA)**

In response to the economic impacts of the COVID-19 pandemic, the CARES Act has provided \$1.467 billion to EDA for their Economic Adjustment Assistance Program. As part of this funding, the ARPC has applied for an additional \$580,000 to be infused into its RLF program. These funds are to be used for developing short and long-term recovery and resiliency strategies addressing economic dislocations and disruptions caused by the pandemic.

In addition, the ARPC has been awarded a non-competitive \$400,000 planning grant from EDA to continue to build the economic development planning and disaster resilience and recovery programs.

## **Community Planning Technical Assistance Grants – FL Dept. of Economic Opportunity (FDEO)**

During the first six months of 2020, work has been conducted and completed to satisfy three (3) Community Planning Technical Assistance Grants awarded by the FL Dept. of Economic Opportunity (FDEO):

- Calhoun County Long-Term Recovery Plan
- Liberty County Long-Term Recovery Plan
- U.S. 90 Streetscape Improvement Concept Plan (City of Chattahoochee)

### **Long-Term Recovery Plans for Calhoun & Liberty Counties**

Both Calhoun and Liberty counties were each awarded a 2019/2020 Community Planning Technical Assistance Grant, valued at \$40,000, from FDEO to develop a long-term recovery plan in response to the devastation of Hurricane Michael. The counties separately contracted with the ARPC to lead this effort with support from private sector partner OVID Solutions.



The countywide recovery plans for Calhoun and Liberty Counties have been designed to identify priority projects that the community hopes to accomplish, along with a funding strategy for achieving each one. This is an opportunity for each county to re-imagine its long-term vision and implement it on a much faster timeline (within 10-15 years instead of 25-50 years), which will better position these rural counties for economic growth following Hurricane Michael. In interviewing community leaders, stakeholders, and citizens, to address critical needs, the projects that have emerged prioritize the following strategies:

- Remove barriers to resources available to support clearing, replanting, and restoring the timber industry.
- Restore and expand the Calhoun-Liberty Hospital.
- Agricultural diversification to expand opportunities for new crops that have a shorter timeframe to harvest.
- Restore damaged housing stock and create opportunities to incentivize the development of new single-family homes in a manner that is consistent with community character.

- Provide critical enhancements to public facilities that are outdated and in need of redevelopment and hardening to withstand future storms (including ambulance stations and new jails).
- Update and expand sewer infrastructure in the City of Bristol (Liberty) and the City of Blountstown (Calhoun) to ensure resiliency and offer opportunities for economic growth.
- Seek cost-share match to maximize the return on investment of recovery funding.
- Revitalize downtowns and commercial corridors to help support the growth and expansion of small businesses.

To clarify the needs in Calhoun and Liberty counties, targeted stakeholder interviews were conducted, and community surveys were disseminated. This local feedback has been integrated throughout these plans to capture existing conditions, understand the hurricane impacts and identify remaining unmet needs associated with community planning & capacity building, housing, economic recovery, infrastructure & public facilities, health & human services, and natural & cultural resources. The grant period has ended as of June 30, 2020 with each plan in draft form. The ARPC, in partnership with OVID Solutions, will be continuing to work with each county to seek final adoption within the coming months.

### **Chattahoochee: U.S. 90 (Washington Street) Streetscape Improvement Plan**

Developing a plan for an improved streetscape design has been a standing goal of the City of Chattahoochee to improve the aesthetics of downtown and to promote economic vitality. Recognizing the recreational and nature-based tourism opportunities, along with the historic Apalachicola River, taking steps to improvement and invest in the streetscape and appearance of the City's downtown is an important part of the City's revitalization. U.S. Hwy 90 (Washington Street) serves the City as its major east-west transportation corridor and represents the heart of the City's designated Main Street local program area.

In September 2013, the City of Chattahoochee was awarded the designation as a Florida Main Street Community by the FL Dept. of State, Division of Historical Resources. During its first year, Chattahoochee Main Street produced a Strategic Community Vision Plan for the City of Chattahoochee.

Goal 1.2 of the Strategic Community Vision Plan identified the desire to "develop a vibrant and enhanced streetscape plan." To achieve this goal, the objectives included designing a streetscape plan for Washington Street that promotes walkability and increases and optimizes parking availability in the downtown area while addressing efficient driveway and access standards.

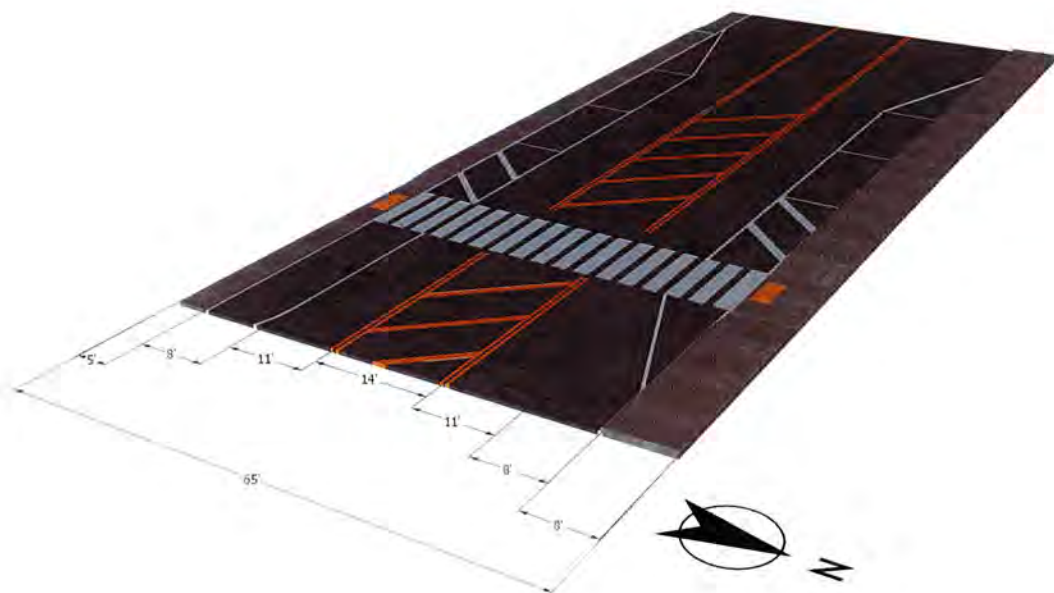


A reimagined streetscape will create a more inviting place for the citizens of Chattahoochee to congregate. It would encourage more activity in the downtown for longer periods of the day. It will provide an environment that is conducive for businesses to stay open longer and enhance economic development in the community.

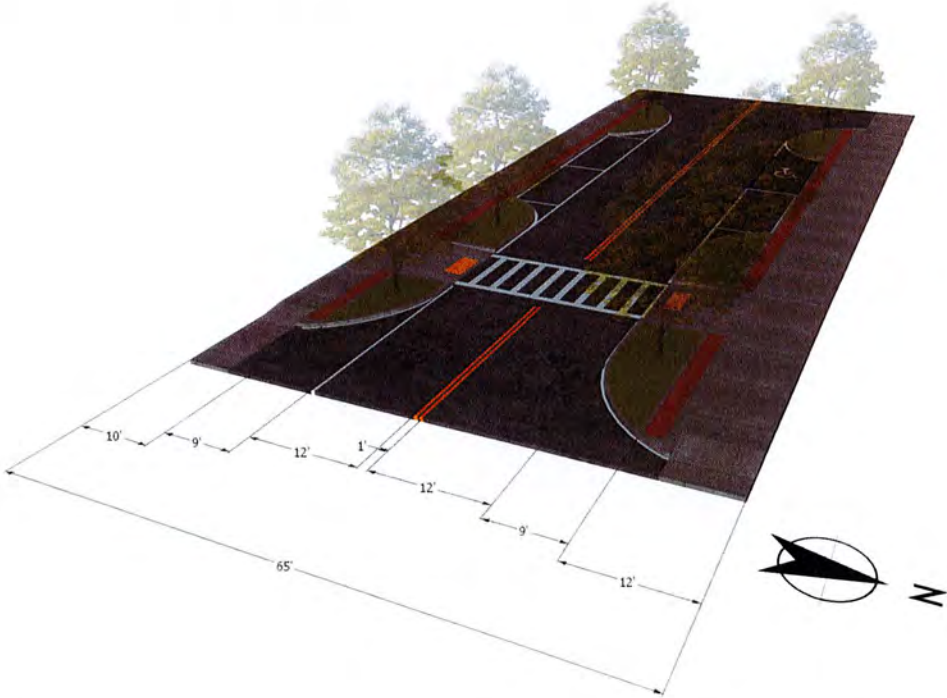
In addition to holding public workshop opportunities, the ARPC consulted and partnered with state, regional and local agencies to identify any issues and concerns related to potential streetscape improvements in the project area. Besides the City of Chattahoochee, these entities included Gadsden County, the FL Dept. of Transportation (both District 3 and Central Office), the Capital Region Transportation Planning Agency (CRTPA), Florida Main Street, Chattahoochee Main Street, the FL Division of Historical Resources and the Federal Emergency Management Agency's Interagency Recovery Coordination team.

On May 5, 2020, the Chattahoochee City Council voted unanimously to approve the preferred streetscape concept plan for U.S. Hwy 90 (Washington Street). The following provides comparison graphics of both the existing conditions and the proposed typical cross section of the approved streetscape concept. All streetscape improvements would be constructed within the existing right-of-way.

***Typical Cross Section of the Existing Condition***



**Typical Cross Section of the Approved Streetscape Concept**



The following series of graphics developed by the ARPC's Peter Traficante provides detailed 3-dimensional future renderings of what U.S. Hwy 90 in downtown Chattahoochee could look like showing improvements to walkability, sidewalks, crosswalks, and traffic calming.





Following City of Chattahoochee's approval of the concept plan, the next step is to identify a funding source to take the concept plan forward to engineering design.

## AGENDA ITEM 5 – B – 3

### EMERGENCY PLANNING PROGRAM

Zach Annett – Anthony Carpanini – Denise Imbler

#### Regional Hazardous Materials Program



The ARPC staffs the Apalachee Local Emergency Planning Committee (LEPC) which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the ARPC Region. The four primary activities of the Apalachee LEPC are hazardous materials planning, training, emergency exercises, and public outreach.

#### Quarterly Meetings

ARPC staff held the most recent meeting of the Apalachee LEPC on May 27, 2020 virtually by using GoToMeeting. The previous meeting was held successfully on March 11, 2020 and was also virtual. During this meeting, the LEPC membership discussed the activities that occurred during the previous quarter as well as discussed training and exercise opportunities. The next LEPC meeting will be in September 2020. The location has yet to be determined.

#### Hazardous Materials Exercises:

On February 19, 2020 LEPC staff in conjunction with the Jefferson County Sheriff's Office held a functional tabletop exercise. Members of the Wakulla County Sheriff's Office gave a presentation on clandestine labs followed by an exercise revolving around the discovery of a mobile clandestine lab. Over ten agencies participated in the well-received exercise.

#### Hazardous Materials Training

The following trainings were held in the Region since the last Board Meeting:

<b>Date</b>	<b>Course</b>	<b>Location</b>	<b>Students Trained</b>
1/21/2020 - 1/24/2020	2020 Hazardous Materials Symposium	Daytona Beach	11
<b>Totals</b>			<b>11</b>

All training opportunities and are posted on the ARPC website at:  
<https://www.arpc.org/emergency-planning>.

#### Outreach

ARPC staff attended the Jefferson County Build-a-Bucket event located at the Jefferson County Sheriff's office on February 22, 2020.

### **State Agricultural Response Team**



ARPC staff provides planning support to the FL Dept. of Agriculture and Consumer Services' (FDACS) State Agricultural Response Team (SART). ARPC staff continues to work with SART partners, the University of Florida, the FL Division of Emergency Management (FDEM), and the State Animal Response Coalition (SARC) on the development of an online pet-friendly sheltering course. The course will be an independent study course in which participants can complete the training at their own pace and receive a state certificate upon successful completion. The training will provide participants valuable information on how to set up, run, and take down a pet-friendly shelter. The target audiences are emergency managers, county employees, and shelter volunteers.

### **Big Bend Healthcare Coalition (BBHCC)**



ARPC staff held the most recent meeting of the Big Bend Healthcare Coalition virtually on May 26, 2020 with roughly 75 participants from throughout the Region. During the meeting, there were discussions about the current COVID-19 response, in addition to a presentation from the National Weather Service on the upcoming 2020 Hurricane Season.

Over the past several months, BBHCC staff have been working closely with community partners and healthcare organizations to respond to the COVID-19 Pandemic. During this response, staff has assisted the FL Dept. of Health (FDOH) by identifying surge capabilities within the Region's hospitals, as well as assisting with the creation and staffing of an Alternate Care Site to house COVID patients. In addition to these efforts, the BBHCC has been sending weekly situation reports to the Region which include a variety of information and resources to help partners navigate the pandemic.

As part of its administration of the BBHCC, ARPC staff is developing a virtual workshop called *After Action Report Writing for Real World Events*. This workshop will be open to all members and will serve as an in-depth educational opportunity focused how to write a worthwhile After-Action Report and Improvement Plan for events such as COVID-19. The workshop is scheduled for July 29, 2020 and the link to register can be found on the BBHCC website ([www.bigbendhcc.org](http://www.bigbendhcc.org)). The next regularly scheduled General Membership Meeting of the BBHCC is tentatively scheduled for September 9, 2020 and will be held virtually.

### **Other Emergency Planning Technical Assistance**

Using the most recent criteria and crosswalk developed by the FL Div. of Emergency Management (FDEM), ARPC staff assisted Jackson County Emergency Management on updating the three main sections of the Jackson County Comprehensive Emergency Management Plan, the Basic, Recovery, and Mitigation Plans. The plan updates have been completed and sent to FDEM for the initial review.

ARPC staff is also assisting Wakulla County to update the Wakulla County Local Mitigation Strategy. The virtual kick-off meeting was held June 23, 2020.

## **AGENDA ITEM 5 – B – 5**

### **TRANSPORTATION PLANNING PROGRAM – Kwentin Eastberg and Pat Maurer**

#### **Transportation Disadvantaged (TD) Program**

Since the February ARPC Board meeting, ARPC staff has continued to accomplish significant work despite the lingering impacts from COVID-19. ARPC staff has been working very closely with the Capital Region Transportation Planning Agency (CRTPA) on the Transportation Disadvantaged program for Leon County. For a couple years now, ARPC has served in a consultant capacity for all planning work related to the TD program in Leon county while serving as the primary planning agency for the Region's other eight TD programs. This spring the ARPC and CRTPA agreed to allow the ARPC to become the primary planning agency for Leon County's TD program as well. The Commission for the Transportation Disadvantaged (CTD) approved this agreement at its June 8, 2020 business meeting. On July 1, 2020, the ARPC now serves as the Official Planning Agency for all nine counties in the Apalachee Region.

The Transportation Disadvantaged Coordinating Boards also met in person for the third quarter meetings held throughout February, and met virtually, in accordance with the Governor's executive order, for their fourth quarter meetings in June. Each virtual meeting had the quorum necessary to conduct business while remaining safe and socially distanced. Each board approved the newest Rate Model for Fiscal Year 2020-2021 and discussed the ways each Community Transportation Coordinator was remaining safe while continuing to provide the best service possible. Meetings are open to the public and all are invited to attend. Meeting notices are published in the local county newspaper, as well as on the ARPC website. A meeting calendar for Fiscal Year 2020-2021 is provided below.

Each year the ARPC Board is required to appoint and approve the memberships to each County's Transportation Disadvantaged Coordinating Board (TDCB). FL Statue dictates which organizations are to serve on the board and ARPC staff makes recommendations for the local representative of each organization at the county level. Provided below are ARPC staff's recommendations for each county for TDCB board membership for FY 2020-2021. These appointments will go into effect at the first quarter meeting held in September 2020.

#### **ACTION NEEDED**

Motion to appoint the members to each Transportation Disadvantaged Coordinating Board and to authorize the ARPC Chairman to sign the membership certification.

Calhoun County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Gene Bailey	Carla Hand	
Elderly	Thelma Batson		July 2018 – June 2021
Disabled	Dorothy Sewell		
Citizen Advocate	Kristy Terry		July 2020 – June 2023
Citizen Advocate/User	(vacant)		
Veterans	Tammy Rushing		July 2019 – June 2022
Community Action	Peggy Sullivan		July 2020 – June 2023
Public Education	Greta Jenks		July 2019 – June 2021
Children at Risk	Debra Jones		July 2018 – June 2021
Workforce Development Board	Raymond Russell		July 2020 – June 2023
Medical	Marissa Barfield	Whitney Tharp	July 2019 – June 2022
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Sandra Register		
FDOE/VR	Darlene Boykin	Keith Sutton	
FDEA	Ruth Waterman	Richard Waterman	
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

Franklin County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Bert Boldt	Ricky Jones	
Elderly	Kay Carson		July 2019 – June 2022
Disabled	Joe Blan		July 2018 – June 2021
Citizen Advocate	Pamela Brownell	Jennifer Daniels	July 2020 – June 2023
Citizen Advocate/User	Fred Brown		July 2019 – June 2022
Veterans	Charles Elliott	William Scott	July 2019 – June 2022
Community Action	Angela Webster		July 2018 – June 2021
Public Education	John "Bud" Strange		Feb 2019 – June 2022
Children at Risk	Sharon Trainor	Suzy Nadler	July 2020 – June 2023
Workforce Development Board	Valentina Webb	Kimberly Bodine Donna Williams	June 2019 – June 2012
Medical	Alma Pugh	Stephanie Cash	July 2020 – June 2023
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Sandra Porras-Gutierrez	Jeanna Olson	
FDOE/VR	Elthea Hall	Beverly Anderson	
FDEA	Stormy Johnson		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

Gadsden County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Eric Hinson		
Elderly	(vacant)		
Disabled	(vacant)		
Citizen Advocate	Julius Harris		July 2018 – June 2021
Citizen Advocate/User	Bernice Collins		July 2019 – June 2022
Veterans	Mike Jackson	Sonya Solis	July 2020 – June 2023
Community Action	Anne Robinson		July 2018 – June 2021
Public Education	Andy Gay		July 2020 – June 2023
Children at Risk	Joy Anderson		July 2019 – June 2022
Workforce Development Board	Dee Robinson		July 2020 – June 2023
Medical	Adrian Cooksey Wilson	Stacey Hannigon	July 2018 – June 2021
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Loretha Bellamy		
FDOE/VR	Shakelia Epps		
FDEA	James Hinson		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

Gulf County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Ward McDaniel	John Hanlon William Thursbay	
Elderly	Annie May Larry		July 2018 – June 2021
Disabled	Letha Inez Matthews		July 2020 – June 2023
Citizen Advocate	David Ashbrook		July 2018 – June 2021
Citizen Advocate/User	(vacant)		
Veterans	William J. Paul	Lynn Lanier	July 2019 – June 2022
Community Action	Angela Webster		July 2018 – June 2021
Public Education	Martha Weimorts	Bill Carr Diana Dykes	July 2019 – June 2022
Children at Risk	Sharon Trainor	Suzy Nadler	July 2020 – June 2023
Workforce Dvp Board	Johanna White		July 2019 – June 2022
Medical	Sarah Hinds	Jessie Pippin	July 2018 – June 2021
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Joanne Kennedy	Tim Potter	
FDOE/VR	Elthea Hall	Beverly Anderson	
FDEA	Tony Gaines	Henly Flack	
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	



Jackson County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Clint Pate		
Elderly	Carrie Crawford		July 2020 – June 2023
Disabled	(vacant)		
Citizen Advocate	Tiffany Garling		July 2020 – June 2023
Citizen Advocate/User	(vacant)		
Veterans	Ernest McNeill		July 2018 – June 2021
Community Action	(vacant)		
Public Education	Charlotte Gardner	Tony Pumphrey	July 2019 – June 2022
Children at Risk	Janai Grooms	Theresa Harrison	July 2019 – June 2022
Workforce Development Board	Kenny Griffin	Richard Williams	July 2018 – June 2021
Medical	Karen Edwards	Katrice Davis	July 2018 – June 2021
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	(vacant)		
FDOE/VR	Deborah Peters	Keith Sutton	
FDEA	Denease Rhynes		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

Jefferson County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Stephen Walker	Betsy Barfield	
Elderly	George Pittman		July 2019 – June 2022
Disabled	(vacant)		
Citizen Advocate	Paula Arnold		July 2018 – June 2021
Citizen Advocate/User	Everlena White		July 2018 – June 2021
Veterans	John Nelson, Sr.		
Community Action	Anne Robinson		July 2020 – June 2023
Public Education	(vacant)		
Children at Risk	Blythe Newsome		July 2019 – June 2022
Workforce Development Board	Diane Head	Anthony Jennings	July 2020 – June 2023
Medical	Kimberly Allbritton	Pam Beck	July 2020 – June 2023
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Sandra Porrás-Gutierrez	Adream Bennett	
FDOE/VR	(vacant)		
FDEA	(vacant)		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

Leon County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Jimbo Jackson		
Elderly	Carl McCoy		June 2019 – June 2022
Disabled	(vacant)		
Citizen Advocate	Lynne Cranford	Blythe Newsome	June 2020 – June 2023
Citizen Advocate/User	(vacant)		
Veterans	Ben Bradwell	Matthew Wyman	June 2019 – June 2022
Community Action	Anne Robinson		June 2020 – June 2023
Public Education	(vacant)		
Children at Risk	Chris Szorcsik	Sandy Glazer	June 2018 – June 2021
Workforce Development Board	Dee Robinson		June 2020 – June 2023
Medical	Claudia Blackburn	Marcus West Jacquelynn Hairston	June 2019 – June 2022
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Sandra Porras-Gutierrez		
FDOE/VR	Wanda Stokley		
FDEA	Retonia Smith		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	
Private Trans. Industry	Kessla Stanley		

Liberty County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	
Chairman	Jim Johnson		
Elderly	(vacant)		
Disabled	(vacant)		
Citizen Advocate	Marie Arick		Cathia Schmarje Rachel Revell July
Citizen Advocate/User	Peggy Deason Howland		July
Veterans	Woody Stewart		July
Community Action	Peggy Sullivan		July
Public Education	Kevin Williams		Robert Manspeaker July
Children at Risk	Marissa Barfield		Whitney Tharp July
Workforce Development Board	(vacant)		
Medical	Susan Chafin		July
FDOT	Debbie "Toni" Prough		Zach Balassone
FDCF	Sandra Porras-Gutierrez		Jeanna Olson
FDOE/VR	Darlene Boykin		Keith Sutton
FDEA	Rhonda Lewis		
AHCA	Amie Bounds		Cheryl Meeks Kenyatta Smith
APD	Octavius Jackson		Kent Carroll

Wakulla County

<b>Representation</b>	<b>Member's Name</b>	<b>Alternate's Name</b>	<b>Term</b>
Chairman	Quincee Messersmith		
Elderly	Ida Moore		July 2018 – June 2021
Disabled	(vacant)		
Citizen Advocate	Johnny Coggins III	Blythe Newsome	July 2018 – June 2021
Citizen Advocate/User	Rebecca Addison		July 2019 – June 2022
Veterans	Stephanie Weems		July 2019 – June 2022
Community Action	Anne Robinson		July 2018 – June 2021
Public Education	(vacant)		
Children at Risk	Sandy Glazer	Chris Szorcsik	July 2019 – June 2021
Workforce Development Board	Dee Robinson		July 2020 – June 2023
Medical	Tonya Hobby	Charlotte Sorrell	July 2018 – June 2021
FDOT	Debbie "Toni" Prough	Zach Balassone	
FDCF	Darlene King	Andrea Forehand	
FDOE/VR	Victoria Salau	Shakelia Epps	
FDEA	Walter Donaldson		
AHCA	Amie Bounds	Cheryl Meeks Kenyatta Smith	
APD	Octavius Jackson	Kent Carroll	

**Transportation Disadvantaged Coordinating Boards  
2020 - 2021 Meeting Calendar**

<b>COUNTY</b>	<b>SEPTEMBER 2020</b>	<b>NOVEMBER 2020</b>	<b>FEBRUARY 2021</b>	<b>JUNE 2021</b>
<b>Calhoun 1:00 PM CT</b>	<b>1 Tuesday</b>	<b>3 Tuesday</b>	<b>2 Tuesday</b>	<b>1 Tuesday</b>
<b>Franklin 10:00 AM ET</b>	<b>2 Wednesday</b>	<b>4 Wednesday</b>	<b>3 Wednesday</b>	<b>2 Wednesday</b>
<b>Gadsden 2:00 PM ET</b>	<b>10 Thursday</b>	<b>12 Thursday</b>	<b>11 Thursday</b>	<b>10 Thursday</b>
<b>Gulf 12:00 PM ET</b>	<b>2 Wednesday</b>	<b>4 Wednesday</b>	<b>3 Wednesday</b>	<b>2 Wednesday</b>
<b>Jackson 10:00 AM CT</b>	<b>1 Tuesday</b>	<b>3 Tuesday</b>	<b>2 Tuesday</b>	<b>1 Tuesday</b>
<b>Jefferson 10:00 AM ET</b>	<b>10 Thursday</b>	<b>12 Thursday</b>	<b>11 Thursday</b>	<b>10 Thursday</b>
<b>Leon 2:00 PM ET</b>	<b>9 Wednesday</b>	<b>10 Tuesday</b>	<b>10 Wednesday</b>	<b>9 Wednesday</b>
<b>Liberty 3:30 PM ET</b>	<b>1 Tuesday</b>	<b>3 Tuesday</b>	<b>2 Tuesday</b>	<b>1 Tuesday</b>
<b>Wakulla 10:00 AM ET</b>	<b>9 Wednesday</b>	<b>10 Tuesday</b>	<b>10 Wednesday</b>	<b>9 Wednesday</b>

### **Regional Commuter Assistance Program**

RideOn Commuter Services is the Regional Commuter Assistance Program for FDOT District 3. It was formerly known as Commuter Services of North Florida and housed at the FSU College of Business. The program is now fully integrated with the ARPC.

Commuter Assistance Programs offer free transportation consulting to local governments, employers, community stakeholders and individuals, helping them realize the economic and environmental benefits of sustainable transportation and development.

Because of the COVID-19 pandemic, the usual RideOn activities have significantly changed. The initial lockdown of all non-essential services, and ongoing public health crisis necessitated a shift in emphasis. ARPC staff outreach efforts during this period have been focused on awareness of, and compliance with, safety

recommendations for those who must travel to work. The ARPC social media messaging has emphasized the benefits of cycling for both physical and mental health and offered “best practices” for the adjustment to working from home.



ARPC staff has also utilized this time to conduct research and take additional training courses offered by the Center for Urban Transportation Research.

Contacts are being actively maintained by ARPC staff with community partners and workforce and economic development boards. The financial impacts on businesses and communities will likely continue for some time, even after activity patterns return to normal.

Due to the travel restrictions in place, the launch of the new RideOn brand was put on hold. ARPC staff continues to collaborate with counterparts at the Emerald Coast Regional Council (formerly the West Florida Regional Planning Council) to develop marketing strategies for the district-wide program. In the upcoming quarter, planning begins for Mobility Week 2020, which is slated for October 31-November 6, 2020. As part of that process, a parallel, virtually based model will also be designed, so the ARPC is prepared for either eventuality.

Essential workers and others who must travel to work have consistently expressed appreciation for the ARPC’s free Emergency Ride Home program.

ARPC RideOn staff offers assistance daily via the toll-free hotline, answering questions about local transit service, making referrals, as well as sharing official directives currently in place and the latest recommendations of the CDC.

For more information please visit: [www.RideOnTogether.org](http://www.RideOnTogether.org)

## **AGENDA ITEM 5 – B – 6**

### **ENVIRONMENTAL PLANNING PROGRAM – Josh Adams and Evan Blythe**

#### **Small Quantity Waste Generator (SQG) Updates**

The SQG Program helps small businesses better understand the rules and requirements for disposing of hazardous waste as a means to protect Florida's waters. ARPC staff has successfully completed all the required SQG verifications for member counties (excluding Leon County). Due to travel restrictions in regard to COVID-19, the majority of verifications were done over the phone. An application has been submitted to the FL Dept. of Environmental Protection (FDEP) for funding to complete the FY 20/21 SQG verifications.

#### **RESTORE Grant Administration**

ARPC currently provides grant administration to Franklin, Gulf, and Jefferson counties for the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies (RESTORE) of the Gulf Coast States Act. The Wacissa River Park Project in Jefferson County has been awarded; however, the original scope of work will need to be amended due to unforeseen complications with the selling landowner. The Gulf County RESTORE application is still under federal review. ARPC staff is beginning work on grant application development for 9-1 Wacissa Springshed Water Quality Protection Program for Jefferson County.

#### **Alligator Point Coastal Resiliency Study**

The ARPC has contracted with Franklin County for completion of an Alligator Point Coastal Resiliency Study: Vulnerability Assessment and Alternatives Analysis. The project will be funded partly by the FDEP and the remainder by the Marine Environmental Sciences Consortium (MESC). The first half of project, including stakeholder outreach development of alternative analysis, is complete. The next steps will involve the creation of an alternatives matrix that will utilize a cost-benefit analysis to rank alternatives.

#### **ARPC Environmental Staff Expands**

The ARPC has hired Evan Blythe as Project Manager for the Franklin-98 project which was recently awarded to the ARPC by the National Fish and Wildlife Foundation (NFWF). Mr. Blythe brings project management experience to the ARPC as an FSU alumni returning to North Florida after working in the western US as a land manager and subcontractor manager for large-scale infrastructure projects.

#### **Franklin-98 Project Update**

Funding has been secured from the Gulf Environmental Benefit Fund (GEBF) and the grant application process for the second half of the funding from the Emergency Coastal Resilience Fund (ECRF) has been completed. Further information will be provided upon receipt of final contract documents on the ECRF funding portion of the project. ARPC staff has begun to develop a communications plan that includes press releases, community education materials, and a list of community partners and influencers to be engaged. The estimated start date for the Franklin-98 project is late July 2020.

### Franklin-98 Project History

The ARPC was recently awarded over \$15 million grant from the National Fish and Wildlife Foundation (NFWF) for a coastal restoration project that will increase ecological productivity



Environmental Planning Manager, Josh Adams (far right), works with members of the ED Corps, to install materials for the reefs at a test site for the Franklin-98 project.

and resiliency along a 12-mile stretch of roadway in Franklin County. The project, Franklin-98, aims to create 20 acres of offshore reef and 30 acres of emergent saltmarsh. The location and suitability of Franklin-98 stemmed from other studies that the ARPC has recently completed, including a highly detailed analysis of existing conditions of Apalachee Bay through Alligator Harbor. Intrinsic to the project are partnerships that have developed out of public outreach and

consensus building. These include the Franklin County Commission, the Apalachicola National Estuarine Research Reserve, the FL Dept. of Environmental Protection (FDEP), FL Fish and Wildlife Conservation Commission (FWC), the FL Forest Service, Conservation Corps of the Forgotten Coast, and Franklin County Seafood Workers Association, among others. Community engagement and relationship building will remain a central focus throughout the project.

**Living shorelines, resilient shorelines, and green infrastructure** are all phrases that have been used lately that describe a common theme: utilizing native vegetation and augmenting physical interactions to produce increased habitat and ecological function while offsetting and reducing damage from environmental hazards. This process looks different depending on the study area. For example, vegetated coastlines along central and southern Florida are dominated by various species of mangroves; in these areas, living shorelines utilize the expansive mangrove root structure to help lock coastal marine sediments in place and reduce erosion. Green infrastructure in terms of stormwater management takes bare retention and detention facilities and incorporates freshwater marsh species to help reduce nutrient loading and erosion while creating a more aesthetically pleasing facility (for example: Cascades Park in Tallahassee).

The species for the Franklin-98 living shoreline will likely incorporate the most dominate in species in the area, smooth chordgrass (*Spartina alterniflora*). This is a function of *spartina* being able to tolerate a variety of water heights, and its ability to trap sediments along the shoreline, helping to stabilize the shore. The grass will be able to establish only if there is a physical barrier to the waves in place. This barrier will be a hardbottom reef. Different materials, limerock, granite, oyster shells, and Oystercatcher™ materials are being considered for reef construction. The reef configuration is still to be determined, but initial observations

provide evidence that structures will likely need to be sub-tidal, and range between 50 and a few hundred yards offshore. Once installed, the reefs will be colonized by invertebrates, with the potential to include oysters. The combination of the emergent vegetation and hardbottom



Josh Adams shows off a "lollipop", a biodegradable post that has been installed at three test sites along the project area.

reef constitute estuarine habitat, a nursery, for juvenile marine life, increasing the overall productivity of the ecology in the area. Over 90% of the southeastern USA commercial fish are estuarine dependent. In addition to the habitat creation, the establishment of reefs will reduce wave energy, and the establishment of *spartina* beds will lock sediment in place, contributing to a more stable shoreline. This has the potential to decrease storm impacts to the coastline.

Franklin-98 follows-up on two other project ARPC worked on to analyze the viability of living shorelines Apalachicola Bay. The first was the Shoreline Habitats and Resilient Coasts (SHaRC) project from FDEP (\$74,000). SHaRC looked took publicly available spatial data and created a model that first assessed the existing physical conditions (topography, bathymetry, habitat characterization, etc.) and infrastructure (roadways, schools, utilities, etc.) to create a prioritized list of areas that would benefit the most from habitat creation and enhancement. The Franklin-98 study area, between

Eastpoint and Carrabelle, was selected by aggregating the highest ranked areas.

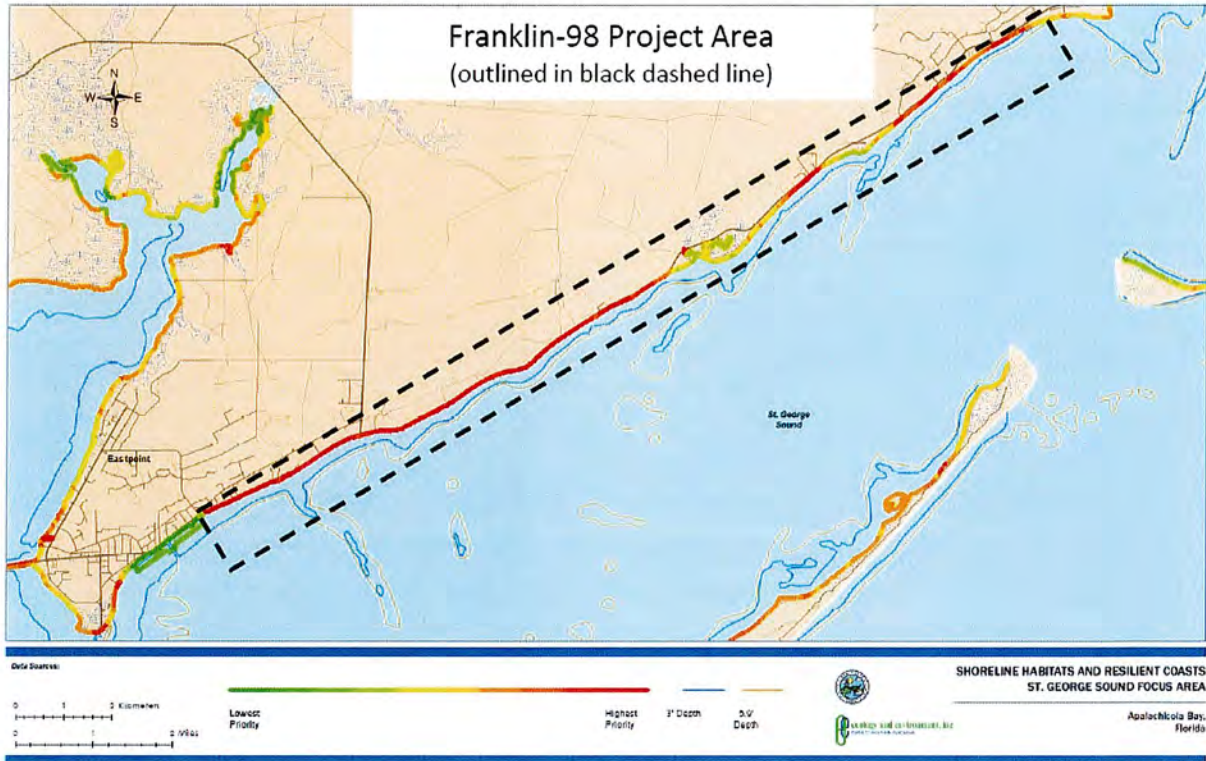
Building on lessons learned from other projects, the ARPC then engaged in Phase I of the Franklin-98 project, completing a series of stakeholder meetings, permitting, and constructing three test sites between Eastpoint and Carrabelle (FDEP \$125,000). The results of these tests sites will contribute to the final design of the project and provide an empirical basis for which to base our project design guidelines. It was important to have heavy stakeholder engagement and input early in the project, to assess the acceptability of the project, and learn about local sentiment for the project. With this covered in the early stages, and with planning additional engagement opportunities throughout the project, the ARPC hopes to provide plenty of opportunity for input and feedback on the progress of the project.

Alongside the ARPC work, FWC received \$20 million dollars to help revitalize the oyster population in Apalachicola Bay from the National Fish and Wildlife Foundation. The FSU Coastal and Marine Laboratory also received \$8 million in Triumph Gulf Coast, Inc. dollars to help establish the best areas for new oyster beds and create 1,000 acres of productive reef. These projects, although independent of one another, will contribute to a better understanding of Apalachicola Bay and its productivity.



### Franklin-98 Living Shoreline – Phase III, Apalachicola Bay (FL)

The following map shows the results of the Apalachicola Bay Shoreline Habitats and Resilient Coasts study, which was a comprehensive analysis of the estuarine shorelines of Apalachicola Bay to identify and prioritize shoreline restoration needs/opportunities. This map zooms in on the top-ranking area, which is the location of the project proposed under this NFWF proposal.



In addition to the direct ecological benefits that the project must contribute, there should also be indirect local economic benefits. The first being opportunities for local residents to be employed directly by the project. There will be a need for individuals working in and around the water for materials installation as well as assembling reef materials. Once established, the project could help boost bay productivity, leading to a more robust fishery for commercial and recreational fishing.

The result of the Franklin-98 project will provide a better understanding of the feasibility of additional living shoreline solutions in the panhandle. This will be one of the first large-scale projects of its kind in the Apalachee Region.

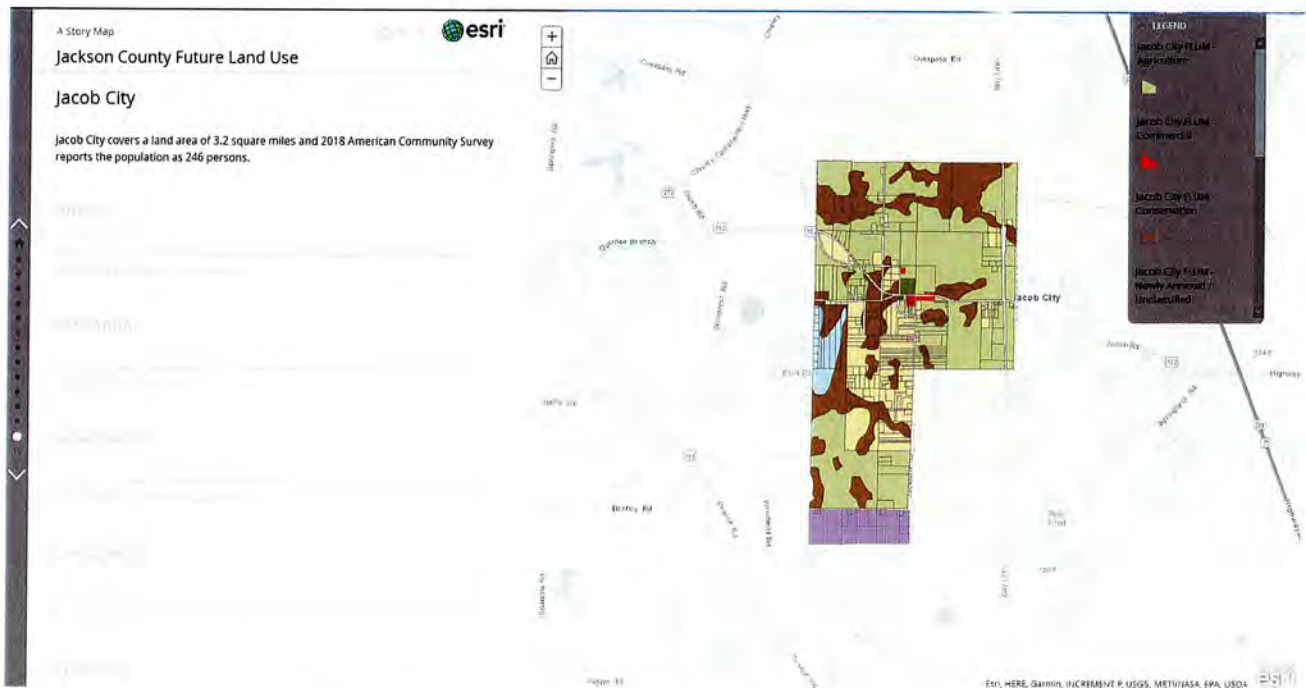
## AGENDA ITEM 5 – B – 7

### GIS Program - Sharon Rodriguez

#### Apalachee Online- Phase 2

The second and third deliverables for Apalachee Online Phase 2 have been accepted, completing the project. For deliverable 2, feedback from stakeholders was gathered to further update the maps by including the most recent zoning changes, adding newly annexed parcels, making aesthetic changes and migrating the maps to ArcGIS online. The participating municipal websites began secondary phase development, which included portions of the websites being built and gathering information.

Deliverable 3 featured the completed, interactive future land use map of 26 municipalities published online. The maps can be found in the future land use section of their respective counties at <https://www.apalacheeonline.org>. Each map includes a legend and can be clicked on for zoning information. There is a zoom feature, so any part of the map can be magnified. The maps are ADA compliant, and if a screen reader is used on the maps, a description of the map will be given. The municipalities with websites have been completed and will be published by the respective Town Councils. With the completion of the project, there is not currently any planned additions to Apalachee Online, other than maintaining the site and keeping the map information updated as needed.



Apalachee Online -Jackson County displaying Jacob City's future land use map

## AGENDA ITEM 5 – B – 8

### HOUSING PROGRAM – Donald Morgan and Amber Zies

#### CALHOUN COUNTY HURRICANE HOUSING RECOVERY PROGRAM (HHRP)

The ARPC Housing Department was formed after ARPC was awarded a contract to administer the Hurricane Housing Recovery Program (HHRP) in Calhoun County. ARPC Housing Program staff includes Donald Morgan and Amber Zies, both graduates of Florida State University's Department of Urban and Regional Planning. The Calhoun County HHRP program will be accomplished in coordination with Calhoun County Housing Department staff.

ARPC staff has been working diligently to provide housing recovery assistance to Calhoun County residents impacted by Hurricane Michael. Residents will be assisted through the following strategies identified by the Calhoun County Board of Commissioners (BOCC) in the Local Housing Assistance Plan (LHAP):

- purchase assistance
- owner occupied housing rehabilitation/repairs
- demolition/reconstruction
- foreclosure prevention/mortgage assistance
- land acquisition and construction.

Over the last four months, ARPC staff has been primarily coordinating the selection process of a mobile home manufacturing company and a housing inspector as well as actively reaching out to applicants to get to know them and their specific areas of need. Contracts for a mobile home manufacturing company and housing inspector was awarded by the Calhoun County BOCC with US Mobile Homes of Marianna, FL providing mobile homes and BBS Contracting Services, LLC (Daryl Ball) providing housing inspector services, respectively.

Upon initial intake, a total of 96 residents were identified as eligible to be further considered for housing assistance under the program. Final eligibility and approval are determined through the Resident Income Certification form (RIC).

Currently, ARPC staff has completed **five Initial Home Inspections** and has issued **four award letters** towards the priority. The housing assistance to be provided for these applicants include housing rehabilitation and demolition/construction (mobile home replacement). As a key development for this month, the program

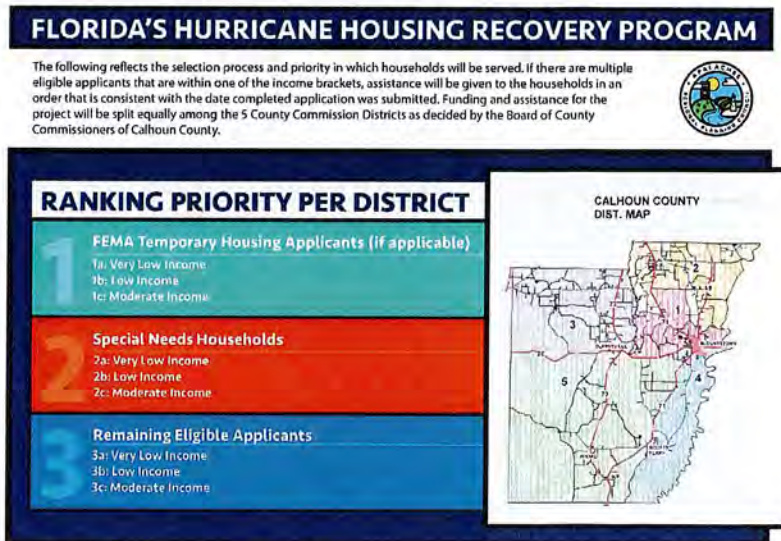


Figure 1: Example of Selection Process as directed by Calhoun County BoCC

is excited to conduct a bid opening, on behalf of the Calhoun County BOCC, for housing rehabilitation work. ARPC staff is happy to provide additional information for those interested in submitting bids. All bids received will be opened and read aloud on Tuesday, August 4, 2020, at 2:00 pm (CST) at the Calhoun County BOCC Meeting. A mandatory pre-bid conference

(walk-through) will be held for all jobs on Wednesday, July 22, 2020 at 9:00 am (CST) at the Calhoun County Courthouse.

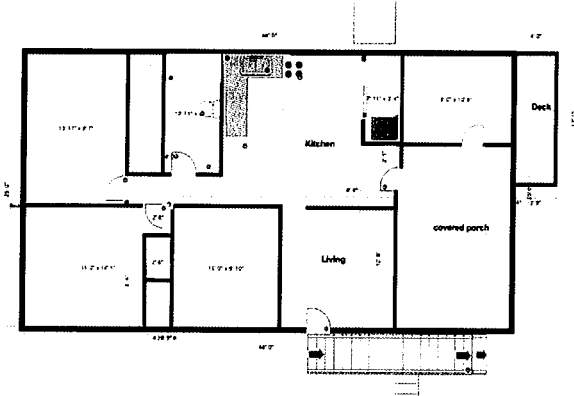


Figure 2: Example Floor Plan from project under the Home Rehabilitation Strategy

ARPC staff is currently working with other individuals and families in this category to complete the application process and move forward with an assistance determination. The ARPC Housing Program is proud to be a part of Calhoun County's housing recovery efforts!

## REBUILD AND RESTORE

ARPC staff presented the Rebuild and Restore program to the Calhoun County BOCC at its Meeting on June 16, 2020. The Calhoun County BOCC approved utilizing the program alongside HHRP funds. Rebuild & Restore is a housing assistance program from the Federal Home Loan Bank of Atlanta and Neighborhood Lending Partners of Florida that specializes in funding for disaster home repair and awards up to \$10,000 in assistance. It is a program that has been highly advocated for by the Florida Housing Coalition and ARPC staff is excited to utilize it alongside HHRP. Rebuild and Restore is beneficial to be used as a counterpart to HHRP because it has similar basics of eligibility for residents, can assist both owner-occupied units and Manufactured Housing (titled as real property), and applies funds to a wide range of home rehabilitation activities.

ARPC staff has already identified currently served applicants who would greatly benefit from this program in addition to HHRP. ARPC staff is available to share information about this program with other ARPC counties. Please contact Donald and Amber directly for more information.

## WAKULLA COUNTY CBDG-MIT GRANT APPLICATIONS

Two applications will be submitted to the FL Dept. of Economic Opportunity (FDEO) for the Community Development Block Grant-Mitigation (CBDG-MIT) on behalf of Wakulla County. The grant applications are proposals for the development of a county-wide Shelter Plan and Disaster Risk Analysis Plan, respectively. Wakulla County intends to utilize the funds to cover consultant cost for development of the plans. ARPC Housing staff Donald and Amber, along with Sharon Rodriguez (ARPC GIS staff), have been working on these applications and have submitted drafts to Wakulla County for initial review. Upon receiving final County and public comments to be incorporated into the application, final applications will be submitted to the FDEO by July 31, 2020.



## Apalachee Online

ARPC staff provided assistance as needed, and developed websites for the municipalities of Alford, Altha, Campbellton, Grand Ridge, and Malone.

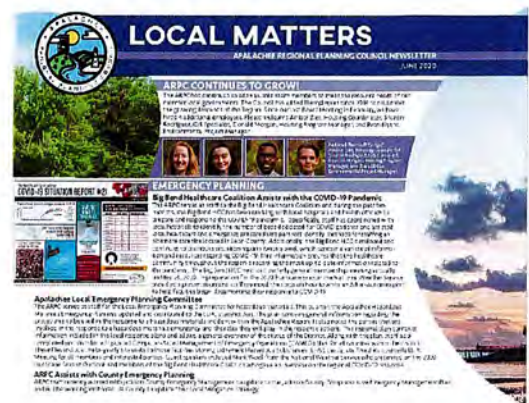


## Housing Program

The housing program webpage for [www.arpc.org](http://www.arpc.org) is in development, and ARPC communications staff provides infographics and support as needed.

## ARPC General Communications

ARPC staff continues to streamline the Council's brand and has developed a new primary statement, as well as a logo variant of the ARPC seal. In June of 2020, ARPC staff developed and distributed the first ARPC newsletter. As the ARPC continues to grow, ARPC staff aids with on-boarding of new team members and continues to provide general graphics and communications support throughout the organization.



**APALACHEE REGIONAL PLANNING COUNCIL (ARPC)**  
Executive Committee Meeting  
ARPC Office – 2507 Callaway Road, Suite 200, Tallahassee, FL

**Executive Committee Minutes – May 21, 2020**

**ARPC Executive Committee Members in Attendance:**

Commissioner Randy Merritt, ARPC Chairman  
Commissioner Ricky Jones, ARPC Secretary/Treasurer  
Mayor John Jones, ARPC Past-Chairman

**ARPC Executive Committee Members in Attendance by Phone:**

Commissioner Kristin Dozier, ARPC Vice-Chair / FRCA Policy Board Member  
Lisa Miller, FRCA Policy Board Member

**ARPC Board Members in Attendance by Phone:**

Henry Grant, ARPC Governor's Appointee (Gadsden County)  
Brenda LaPaz, Mayor, City of Carrabelle (Franklin County)  
Diane Scholz, ARPC Ex-Officio Member – Enterprise Florida

**ARPC Staff in Attendance:**

Chris Rietow, Executive Director  
Janice Watson, Finance Director

**Item 1: Welcome and Introductions**

Chairman Merritt called the meeting to order at 10:00 am and asked that the records show a quorum of the ARPC Executive Committee was in attendance.

**Item 2: ARPC Resolution 20-01 (Transportation Disadvantaged)**

Chris Rietow presented ARPC Resolution 20-01 for Board review. He explained that the Resolution authorized the filing and execution of a Transportation Disadvantaged Planning Grant Agreement between the ARPC and the Commission for the Transportation Disadvantaged for FY 20/21 and authorized him as the Registered Agent for the Agreement.

**A motion was made by Ricky Jones to approve ARPC Resolution 20-01 as presented. The motion was seconded by John Jones. A vote was taken, and the motion carried unanimously.**

A copy of the Resolution is included to these minutes as "Attachment A"

**Item 3: Triumph Inc. / COVID-19 Discussion**

Chris Rietow reported that Lisa Miller had requested a discussion of the Triumph Gulf Coast, Inc. Board Meeting of April 7, 2020. During the meeting, the Triumph Board held off on making a decision to provide the eight disproportionately impacted counties (Bay, Escambia, Franklin, Gulf, Okaloosa, Santa Rosa, Walton, and Wakulla) with funding to help recover COVID-19 costs. The decision was made based on the understanding the federal relief dollars would soon be

announced. Lisa Miller explained that the counties are hurting now and should be able to use their annually four-percent allocation for economic development purposes from Triumph for COVID-19.

**A motion was made by Lisa Miller to write a letter to the Triumph Board requesting that eligible funding be made available to Franklin, Gulf, and Wakulla counties for COVID-19 recovery costs. The motion was seconded by Ricky Jones. A vote was taken, and the motion carried unanimously.**

**Item 4: Executive Director Report**

Chris Rietow reported that ARPC staff continues to work remotely and is continuing to function in the new normal caused by the pandemic. He reported that staff stays in constant contact using Microsoft Teams and biweekly staff meetings. He announced that the ARPC will be receiving funding from the Economic Development Administration (EDA) to hire another two-year Disaster Recovery Coordinator to assist the Region with economic recovery efforts. Additionally, has invited the ARPC to apply of recapitalization of its Revolving Loan Fund (RLF) through The CARES Act. The funding will not require a match and would double the size of the existing RLF by adding another \$580,000 for businesses within the Region that don't qualify for traditional lending.

**Item 5: Other Business**

There being no further business the meeting was adjourned at 11:00 am.

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Randy Merritt  
Chairman

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Chris Rietow  
Executive Director





# APALACHEE REGIONAL PLANNING COUNCIL

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, & Wakulla counties & their municipalities

LOCAL PARTNERSHIPS, REGIONAL IMPACT.

## ARPC RESOLUTION No. 20-01

A RESOLUTION of the Apalachee Regional Planning Council (hereafter referred to as the "BOARD") hereby authorizes the filing and execution of a Transportation Disadvantaged Planning Grant Agreement with the Florida Commission for the Transportation Disadvantaged.


WHEREAS, the BOARD is eligible to receive a Transportation Disadvantaged Planning Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:


1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Chris Rietow, Executive Director, to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement on behalf of the Board acting as the Designated Official Planning Agency for Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla Counties with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD'S Registered Agent in Florida is Chris Rietow, Executive Director. The Registered Agent's address: is 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303.

DULY PASSED AND ADOPTED THIS 21<sup>ST</sup> DAY OF MAY 2020

BY THE: APALACHEE REGIONAL PLANNING COUNCIL

  
Randy Merritt  
Chairman

ATTEST:

  
Chris Rietow  
Executive Director



# APALACHEE REGIONAL PLANNING COUNCIL

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, & Wakulla counties & their municipalities

LOCAL PARTNERSHIPS, REGIONAL IMPACT.

June 5, 2020

Don Gaetz, Chair  
Triumph Gulf Coast, Inc.  
P.O. Box 12007  
Tallahassee, Florida 32317

RE: Support for Triumph Funding for COVID-19 Recovery

Dear Chairman Gaetz:

During the April 7, 2020 Special Meeting of the Triumph Gulf Coast Board of Directors, there was an extensive discussion on utilizing funds to assist the eight disproportionately affected counties with their COVID-19 recovery efforts. Specifically, it was mentioned that the statutorily mandated 4% designated for economic development purposes would be eligible, per Chapter 288, Florida Statutes, to offset costs for personnel overtime, purchase of PPE, and local school district equipment costs for distance learning. This would amount to \$3.2 million per county in aid that would greatly assist COVID-19 recovery efforts. Although open to the idea, the Board of Directors opted to take and wait and see approach based on potential federal funding.

The Apalachee Regional Planning Council (ARPC) provides technical assistance in the areas of economic development, emergency planning, transportation, housing, and quality of life to meet the needs of our member local governments within the nine-county Region, 3 counties of which are disproportionately affected per Chapter 288. At its May 21, 2020 Executive Committee Meeting, there was a discussion about COVID-19's devastating economic impacts to a Region that is still recovering from Hurricane Michael. We are concerned about the Triumph Board's wait and see approach for the statutorily mandated Triumph financial resource distribution.

Our member counties desperately need this funding to help with recovery efforts and consider it a lifeline for recovering the tremendous COVID costs in the past 90 days. The ARPC Executive Committee understands that Triumph funds are intended for projects resulting in regional economic transformation, so it just makes sense this allocation will be used to continue the economic engines that were moving prior to the COVID shutdown. The ARPC Executive

Chairman Gaetz

June 5, 2020

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respectfully asks that the Triumph Board recognize the mounting economic woes caused by COVID-19 and that the dedicated economic development funding be immediately made available to the ARPC's three disproportionately affected counties of Gulf, Franklin and Wakulla counties, without waiting for the federal government to provide its resources.

We thank you for your consideration of this issue and if you have any questions, please contact our Executive Director, Chris Rietow ([CRietow@arpc.org](mailto:CRietow@arpc.org)) at (850) 488-6211 ext. 102.

Sincerely,



Randy Merritt  
ARPC Chairman

**Triumph Gulf Coast, Inc.**  
**MyFloridaTriumph.com**

June 26, 2020

The Honorable Randy Merritt, Chair  
Apalachee Regional Planning Council  
2507 Callaway Road, Suite #200  
Tallahassee, Florida 32303

RE: Triumph Gulf Coast, Inc. & COVID-19 Pandemic Funding

Dear Commissioner Merritt,

Thank you for your letter of June 5, 2020, in support of funding by Triumph Gulf Coast for Franklin, Gulf and Wakulla counties because of the Covid-19 pandemic. Your letter was shared with the members of our Board of Directors, referred to our General Counsel and was briefly discussed at our June 18 board meeting.

Our General Counsel has advised the board that Triumph is limited to making awards for specific projects and programs that strengthen and diversify the economy of the counties disproportionately affected by the Deepwater Horizon Oil Spill; however, Triumph is not authorized to make general grants to governments for their discretionary or unspecified use, which is what your letter seems to request.

Our Board of Directors welcomes your interest in Triumph Gulf Coast and would be pleased to explore opportunities to work with you on projects which qualify for funding under Section 288.8017, Florida Statutes. We note that, upon the recommendation of the county commissions of Franklin, Gulf and Wakulla counties, Triumph has already committed \$33.5M to 16 projects in those counties. Those already-approved projects range from workforce education to emergency management preparedness to airport infrastructure expansion to oyster industry regeneration. A complete listing of all Triumph applications, projects and funding can be obtained on our website, [www.myfloridatriumph.com](http://www.myfloridatriumph.com).

It is our hope that the Apalachee Regional Planning Council might be a partner with Triumph Gulf Coast to encourage and develop projects that will create good jobs and enhance the economy of coastal Northwest Florida. We would be pleased to meet with you to pursue how we can work together.

With best wishes and appreciation for your service,

Respectfully,



Don Gaetz  
Chairman

cc: Honorable Bill Montford  
Honorable Jason Shoaf



# APALACHEE REGIONAL PLANNING COUNCIL

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