



Technical Advisory Committee (TAC) Meeting
of the Apalachee Regional Planning Council's (ARPC)
Regional Rural Transportation Plan (RRTP)

Agenda

Wednesday, August 5, 2026

1:30 pm Central Time/ 2:30 pm Eastern Time

Calhoun County Public Library in Blountstown (back meeting room)

17731 NE Pear Street, Blountstown, FL 32424

This is a hybrid meeting with both in-person and virtual attendance options.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/28689710453672?p=7EMQc0VrGEJASxzgKp>

Meeting ID: 286 897 104 536 72

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Meetings this State Fiscal Year (July 1, 2026 – June 30, 2027)

Wednesday, August 5, 2026

Wednesday, October 7, 2026

Wednesday, February 3, 2027

Wednesday, April 7, 2027

Acronyms to Know for this Meeting:

FDOT Florida Department of Transportation

SUN Trail Shared Use Non-Motorized Trail. RRTP Implementation. Page 6.

TA Transportation Alternatives Set-Aside Program. RRTP Implementation. Page 6.

TRIP Transportation Regional Incentive Program. RRTP Implementation. Page 6.

SCOP Small County Outreach Program. RRTP Implementation. Page 5.

SCRAP Small County Road Assistance Program. RRTP Implementation. Page 5.

CIGP County Incentive Grant Program. RRTP Implementation. Page 5.

SS4A Safe Streets and Roads for All Grant Program. RRTP Implementation. Page 12.



1. **Call to Order and Welcome** (Chairperson, Jim McKnight)
2. **Reminders** (Staff, Mary O'Brien)
 - a. This meeting will be recorded.
3. **Introductions** (Chairperson, Jim McKnight)
 - a. Name, Job title, County representing
4. **Approval of the Agenda** (Chairperson, Jim McKnight)
5. **Approval of the Summary Minutes of Previous Workshop/Meeting** (Chairperson, Jim McKnight)
6. **Public Comments on Agenda Items** (Chairperson, Jim McKnight)
 - a. *Reserved for members of the public to ask questions regarding any agenda items. Time limits on non-member participation will be three minutes.*
7. **Action Items** (Chairperson, Jim McKnight)
 - a. By-Laws Adjustments (Staff, Mary O'Brien)
 - Recommended Action: A motion and second to approve the TAC By-Laws adjustments.
 - b. TAC members and their designated alternates (Staff, Mary O'Brien)
 - Recommended Action: A motion and second to approve the TAC members and their alternates.
 - c. TAC Chair and Vice Chair (Staff, Mary O'Brien)
 - Recommended Action: A motion and second to approve the TAC Chair and Vice Chair.
8. **Other Business** (time permitting) (Chairperson, TBD)
 - a. Finalized RRTP 2026 annual update (Staff, Mary O'Brien)
9. **Public Comment on Non-Agenda Items** (Chairperson, TBD)
 - a. *Reserved for members of the public to ask questions regarding any non-agenda items. Time limits on non-member participation will be three minutes.*
10. **Final Comments by TAC Members** (Chairperson, TBD)
11. **Reminders** (Staff, Mary O'Brien)
 - a. Next meeting is October 7, 2026
12. **Adjournment** (Chairperson, TBD)



Agenda Item: 5

Approval of the Summary Minutes of Previous Workshop/Meeting

Attachment Cover Letter

Background:

The TAC Bylaws' Section "**E. MEETINGS/ WORKSHOPS OF THE TAC**, Order of Business" includes the approval of the Summary Minutes of Previous Workshops.

"Order of Business

The business of the TAC will contain, but not be limited to, the following elements:

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the Summary Minutes of Previous Workshops
- 4) Public Comment on Agenda Items
- 5) Action Items
- 6) Other Business
- 7) Public Comment on Non-Agenda Items
- 8) Final Comments by TAC Members
- 9) Adjournment"

Requested Action:

A motion and second to approve the May Regional Rural Transportation Plan (RRTP) Technical Advisory Committee (TAC) meeting minutes.

Following Pages:

May Regional Rural Transportation Plan (RRTP) Technical Advisory Committee (TAC) meeting minutes.



Meeting Minutes

Project Name	Meeting Date
Apalachee Regional Planning Council (ARPC) Regional Rural Transportation Plan (RRTP)	Thursday, May 7 th , 2026
Meeting Place	Duration
Calhoun County Public Library, 17731 NE Pear Street, Blountstown, FL 32424	1:34 pm – 2:53 pm Central Time 1 hour and 19 minutes
Meeting Purpose	
Technical Advisory Committee (TAC) Meeting	

Acronyms to Know for this Meeting:

FDOT Florida Department of Transportation

SUN Trail Shared Use Non-Motorized Trail. (RRTP Implementation. Page 6.)

TA Transportation Alternatives Set-Aside Program. (RRTP Implementation. Page 6.)

TRIP Transportation Regional Incentive Program. (RRTP Implementation. Page 6.)

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CIGP County Incentive Grant Program. (RRTP Implementation. Page 5.)

SS4A Safe Streets and Roads for All Grant Program. RRTP Implementation. Page 12.

1. Call to Order

1: The Chairperson, Jim McKnight, called the meeting to order at 1:34 p.m. Central Time.

2. Welcome and Reminders from Mary:

Mary requested the recording of the meeting begin.

3. Introductions and Coordination:

The TAC was asked to introduce themselves

- Name,
- Job title,
- County representing



In Attendance

Name	Member or Alternate	Virtual or In-Person	County Representing	Title
Commissioner Darryl O'Bryan	Member	In-Person	Calhoun	County Commissioner
Bill Gaskin (Vice Chair)	Member	In-Person	Calhoun	Blountstown City Councilman
Hunter Flowers	Member	In-Person	Calhoun	County Grants Administrative Assistant
Bree Robinson	Member	Virtual	Franklin	County Planner
Erin Griffith	Member	Virtual	Franklin	County Fiscal Manager/ Grants Coordinator
Jim McKnight (Chair)	Member	In-Person	Gulf	Director, County Economic Development Coalition
Kim Cole Sweazy	Member	In-Person	Jackson	County Community Development Director
Commissioner Paul Donofro, Jr.	Member	In-Person	Jackson	County Commissioner
Noah Byler	Member	In-Person	Liberty	County Designated Engineer (Dewberry Engineering)
Staff Support:				
Mary O'Brien		In-Person	-	ARPC Transportation Planning Manager
Austin Britt		In-Person	-	ARPC Transportation Planner
Tanya Branton		In-Person	-	FDOT D3 Planner and Grants Coordinator
Sydney Black		Virtual	-	FDOT D3 Project Development Engineering Tech III
Public:				
Sherry Herring	Alternate for Jim McKnight who was present	Virtual	Gulf	Office Management and Budget Director
Kay Dennis	Alternate for Kim Cole Sweazy who was present	Virtual	Jackson	Marianna Municipal Development Director

Absent:

Franklin: Commissioner Otice Amison and Alternate
 Gulf: Commissioner Sandy Quinn and Alternate
 Gulf: Clay Smallwood and Alternate
 Jackson: Jeff Register and Alternate
 Liberty: Commissioner Doyle Brown and Alternate
 Liberty: Bradley (Boo) Bryant and Alternate



4. Approval of the Agenda

Motion to approve the agenda as presented by Bill Gaskin

Second: Commissioner Darryl O'Bryan

The agenda was approved as presented.

5. Approval of the Summary Minutes of Previous Workshop/ Meeting

Motion to approve the Summary Minutes as presented by Bill Gaskin

Second: Commissioner Darryl O'Bryan

The Summary Minutes were approved as presented.

6. Public Comments on Agenda Items

- a. There were no comments from the public at this time.

7. Action Items

a. RRTP Annual Update Changes

- Mary O'Brien shared staff learned of coordination gaps between the counties and their municipalities within. Due to a variety of feedback, up to two projects per county (including the municipalities within) may be added to the Plan this annual update, instead of 2 projects per region. To make it easier and because of less time, we are also removing the scoring and will lump the projects to the end of the chosen project category as tied. Also, communities can get the project on the CIE 5-year schedule by the end of the calendar year and the same with the county commissioner meeting documentation.
- TAC members verified county comprehensive plans are not coordinated with their municipalities within. The municipalities have their own comprehensive plans. Additionally, it was stated municipal projects usually go on municipal capital improvement schedules, and not the county's.
- Tanya Branton shared for the benefit of new members that there was extensive public involvement at the beginning of the RRTP. TAC members were chosen by their local communities and when projects were solicited, there was communication that it was supposed to include everyone, county and city, and be a coordinated effort. It is not just the county. It is county and city. It is the TAC members responsibility to do this coordination as they were chosen.
- Mary gave the example that if the Plan says the goal is to 4 lane a state road that goes through the downtown of a municipality, then it is important they be coordinated with and we be sure they are signing off on that as well.
- Sherry Herring shared Gulf County didn't put projects on municipal roads or that they would apply for SCOP, etc. into the Plan unless they affected other counties because they thought they wouldn't be appropriate for a regional plan. Jim was concerned we are taking a step back and away from regional by looking into the municipalities more. Austin clarified we just want to make sure everyone has representation. We aren't taking a step back we are just bringing in more perspectives.
- Noah stated he thinks it is a big ask for TAC members to have to coordinate with county and municipal staff.



- Austin stated this is for the benefit of you all. It will increase the chances of funding, for example, and to remember this is a pilot project. Mary gave the example of FDOT reaching out about resurfacing projects and trying to incorporate projects in the Plan in their efforts.
- Mary reminded everyone that the scoring criteria used for all the projects in the Plan addressed regional significance (system connectivity), and so projects with regional significance scored higher, but other projects weren't excluded.
- Tanya provided the example that due to feedback from this group, the Department was able to do a passing lane study on SR 20 and that project is now in design and going to be constructed. Having something on your Plan shows you are in support of it and the Department sees that and it makes a difference.
- Hunter said it seemed like we needed a year of explanation before we put together a list because now we're trapped with this list. We're stuck with a Plan that may not fit the priorities of what we really want.
- Mary reminded the group that there were two public involvement meetings held in each county that were advertised widely and the information and projects gathered in those meetings were shared with the TAC members for consideration.
- Erin stated that the projects Franklin put in the Plan were their immediate needs; the active projects/ applications that were in the works at that time and a lot of them did materialize in that year's funding cycle but now they're stuck with a Plan where a lot of that stuff got funded and we don't have anything new going on. It would have been better to look at their Capital Improvement Schedule and try to incorporate all of those. Also, the county doesn't really know what the cities need. The county doesn't have a whole lot of involvement with the city government aside from asking for a letter of support when doing a grant application.
- Tanya reminded the TAC that the RRTP Dashboard is an awesome tool that is outward facing and your public can see and you didn't have before.
- Hunter and Noah stated that their commissioners don't understand what this is. Noah said that since their communities can't contribute match, they typically just do SCOP and SCRAP grants, and it is a straightforward process. They have it in their head because they don't get it every year. It is nice to have the Plan but may not be important to incorporate into our grant season because things change and elected officials change.
- Tanya reminded them this is a helpful planning tool.
- Mary reminded the group that this is a different way of going about things. It is not reactive and looking only at immediate needs and only the wants of who are currently in office. It is long range planning. A big part of planning is coordination and getting to know who your partners are and setting aside time to work through things and understand their vision for the community 5, 10, 20 years from now.
- Noah shared he doesn't see how someone in another county would be helpful in knowing what his county needs.



- Mary used an example of a situation where the Plan and the process of planning, which is coordination, could have been beneficial. Last year ARPC assisted Liberty with an application for federal funding with a short turn-around time for completion. Staff reached out to the forest, Florida State Trail, and a neighboring county for letters of support. Determining those points of contact, building relationships with them, and discussing this need ahead of time would have been beneficial.
 - Mary said she hopes the group is proud of the Plan and as we move forward, we can make adjustments to make sure it is as helpful to the group as possible.
 - Bill asked if projects can be removed from the Plan if they have received money and they've been completed. Mary responded there can be a status update made showing it has been completed, but we want to keep it to show the success of getting it implemented. The goal of a Plan is to fund and complete what is listed in the Plan, even if it didn't use FDOT funding. Use any source of funding.
 - Noah asked if they need to bring any change like a project addition in front of the county commissioners even if they don't understand. Mary reminded the group that no one will understand the program more by avoiding it. That requirement is to make sure there is communication and coordination.
 - Noah said there is no one who has the profession of planning and looking ahead.
 - Hunter asked how she is supposed to ask for a letter of support from a commissioner that has no idea what we're doing. Noah said all of these people (county commissioners) have separate jobs so they're not on top of everything.
 - Chair Jim McKnight wanted to know when the major update of the RRTP will happen. Mary O'Brien reminded the group the RRTP was adopted in January of 2025 a major update will most likely be adopted in 2030 (5 year cycle).
- b. Meetings of the next State Fiscal Year
- Mary shared proposed meeting day of the week, week of the month, month of the season, number of meetings per year, length of meetings, draft meeting topics, meeting locations for State Fiscal Year 26-27 (July 1, 2026 – June 30, 2027).
 - Motion to move meetings to quarterly meetings by Noah Byler.
 - a. Second: Commissioner Darryl O'Bryan
 - Motion to keep the meetings at the Calhoun County public library or if it is unavailable then someplace in the Blountstown or Bristol area by Bill Gaskin.
 - a. Second: Commissioner Darryl O'Bryan
 - Motion to move meetings to the 1st Wednesday of each month by Noah Byler.
 - a. Second: Commissioner Darryl O'Bryan
- c. By-Laws Adjustment



- Confirm TAC members and alternates the first meeting of the state fiscal year, which begins July 1, instead of the beginning of the calendar year as in January and February the group is focused on grants. Change the meeting day from the first Thursday of the month which is the same day as the Liberty County Board of County Commissioners' meeting and they are busy preparing.
 - Motion to approve the presented changes to the bylaws by Commissioner Paul Donofro, Jr.
 - a. Second: Commissioner Darryl O'Bryan

8. Other Business

- a. None

9. Public Comments on Non-Agenda Items

Reserved for members of the public to ask questions regarding any non-agenda items. Time limits on non-member participation will be three minutes.

There were no comments from the public at this time.

10. Final Comments by TAC members

None

11. Reflection

- a. Evaluation Form
- b. Plan to share with other partners' form
 - This item was skipped.

12. Reminders from Mary

This item was skipped.

13. Adjournment

Meeting was adjourned at 2:54 pm Central Time and the recording was ended.







Apalachee Regional Planning Council

Local Partnerships • Regional Impact

 		Regional Rural Transportation Plan (RRTP)'s Technical Advisory Committee (TAC) Meeting Sign in Sheet		Thursday, Date: <u>May 7th</u> <u>2020</u> 1:30 p.m. Central Time Calhoun Library, Bountstown		
County Representing	If both are present then the alternate is the public, last page	Printed Name	Signature if in-person	X if Virtual	-	-
1 Calhoun	Com. Darryl O'Bryan or alt: Com. Chad Bailey	Darryl O'Bryan	<i>[Signature]</i>		-	-
2 Calhoun	Hunter Flowers or alt: Justin Ford	Hunter Flowers	<i>[Signature]</i>		-	-
3 Calhoun	Bill Gaskin (Vice Chair) or alt: Colton Purvis	Bill Gaskin	<i>[Signature]</i>		-	-
4 Franklin	Com. Ottice Amison or alt: Com. Ricky Jones				-	-
5 Franklin	Bree Robinson alternate: <u>vacant</u>	Bree Robinson	<i>[Signature]</i>	X	-	-
6 Franklin	Erin Griffith alternate: <u>vacant</u>	Erin Griffith	<i>[Signature]</i>	X	-	-
7 Gulf	Com. Sandy Quinn or alt: Com. Randy Pridgeon				-	-
8 Gulf	Clay Smallwood or alt: Clay Kennedy				-	-
9 Gulf	Jim McKnight (Chair) or alt: Sherry Herring	Jim McKnight	<i>[Signature]</i>		-	-

 		Regional Rural Transportation Plan (RRTP)'s Technical Advisory Committee (TAC) Meeting Sign in Sheet		Thursday, Date: <u>May 7th</u> <u>2020</u> 1:30 p.m. Central Time Calhoun Library, Bountstown		
County Representing	If both are present then the alternate is the public, last page	Printed Name	Signature if in-person	X if Virtual	Staff support	-
10 Jackson	Com. Paul Donofrio, Jr or alt: Com. Jamey Westbrook	PAUL A. DONOFRIO	<i>[Signature]</i>		-	-
-						
11 Jackson	Kim Cole Sweazy or alt: Kay Dennis, AICP	Kim Cole Sweazy	<i>[Signature]</i>		-	-
12 Jackson	Jeff Register or alt: Rett Daniels				-	-
13 Liberty	Com. Doyle Brown or alt: Co. Clerk Jace Ford				-	-
14 Liberty	Noah Byler or alt: Taylor Culpepper	Noah Byler	<i>[Signature]</i>		-	-
15 Liberty	Bradley (Boo) Bryant or alt: Kaly Barfield				-	-
16 -	Mary O'Brien	Mary O'Brien	<i>[Signature]</i>		ARPC	-
17 -	Tanya Branton	Tanya Branton	<i>[Signature]</i>		FDOT	-
18 -	Sydney Black			X	FDOT	-
19 -	Austin Britt	Austin Britt	<i>[Signature]</i>		ARPC	-



 		Thursday, <u>May 7th</u> Date: <u>2026</u> 1:30 p.m. Central Time Calhoun Library, Bountstown				
Regional Rural Transportation Plan (RRTP)'s Technical Advisory Committee (TAC) Meeting Sign in Sheet						
20	-	Kwentin Eastberg		ARPC	-	
21	-	Jared Kirkland		FDOT	-	
	County Representing	Name	Printed Name	Signature if in-person	Virtual	Public
22	-	Jennifer Carver			FDOT	-
23			Kam Dennis		X	-
24			Sherry Herring		X	-
25						-
26						-
27						-
28						-
29						-
30						-
31						-

Month: May 2026 Regional Rural Transportation Plan (RRTP) Technical Advisory Committee (TAC) Mtg Feedback Form

1. Do you coordinate regionally with one or more of the other RRTP counties (Calhoun, Franklin, Gulf, Jackson, Liberty) outside of the TAC meetings in ways you hadn't before the RRTP program?

Yes 2 responders chose No 5 responders chose

2. Do you coordinate within the geography of your county between municipalities and county staff and/or elected officials in ways you hadn't before the RRTP program?

Yes 3 responders chose No 4 responders chose

3. Is transportation decision making more transparent, collaborative, and open to the public and a wider number of staff and elected officials within your county or municipalities than before the RRTP program? (i.e. not just commissioners taking turns to pick a project when a grant comes up)

Yes 3 No 1 Don't know but will find out 3



4. Does your municipality or county look ahead and do planning in ways you hadn't before the RRTP program? (i.e. not reactive)

Yes 2 No 3 Don't know but will find out 1

There was text added next to a 'No' response, but it was illegible.

One respondent didn't choose an answer but wrote, "Still trying to determine"

5. Do you (and/or those responsible in your county and municipalities) utilize information in the RRTP within your local county or city community development plans?

Yes 4 No 1 We don't update our plans 1 Don't know but will find out 1

6. Do you (and/or those responsible in your county and municipalities) look at the RRTP when wanting money for projects to see what funding is available (Part 4, Implementation)?

Yes 3 No 2 Don't know but will find out 2

Flip Page

7. Do you (and/or those responsible in your county and municipalities) refer back to the project priorities in the RRTP (Part 3, Projects. Interactive map. Dashboard) when deciding what projects to go after for grant opportunities?

Yes 2 No 3 Don't know but will find out 2

One note was added under 'No'. "But will try to moving forward"

One note was added under 'Yes'. "But need to be more active"

8. Do you have more knowledge and support with FDOT grants (SRTS, SUN Trail, TA, TRIP, Beautification, CIGP, SCOP, SCRAP, etc.) because of the RRTP program?

Yes 5 No 1

One exclamation point was added next to 'Yes.'

9. Have you used the RRTP interactive map or dashboard to help you do your job?

Yes 3 No 3 No, but colleagues do 1



One note was added under 'Yes'. **"Yes but need to do so more effectively"**

10. Do you (and/or those responsible in your county and municipalities) write in grant applications if a project is in the RRTP, its category, and rank to improve your application?

Yes	2	No	2	Don't know but will find out	3
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11. What other feedback do you have? (Today's meeting, the RRTP program, etc.)

- We need to be able to be more flexible with our by-laws and with adjustments to the RRTP.
- The open discussion during this meeting was very helpful in understanding the purpose of this committee. I wish the representation of members was more diverse -I think that would help with county/municipality coordination.
- Still somewhat new to this TAC and 'continue' (handwriting unclear) to understand full capabilities associated with this overall effort.



Agenda Item: 7b. Action Items

By-Laws Adjustment

Attachment Cover Letter

Background:

The TAC by-laws were last amended at the July 10th, 2025, TAC meeting and adopted August 28, 2025.

At the May 7th, 2026, TAC meeting there was a motion and second to approve changing the by-laws so the Chair and Vice-Chair are elected the first meeting after the start of the state fiscal year, July 1st, instead of the beginning of the calendar year, January 1st. There was also a motion and second to approve changing the by-laws to reflect the new TAC meeting day and/or location.

After more information about TAC coordination with municipalities was learned, additional changes are recommended to make it clearer and easier to coordinate with the municipalities within the counties.

The main adjustments of consequence are requiring a TAC member and alternate represent a municipality and only allowing consultants to serve as an alternate and they must be paid for their time.

Also, the responsibilities around the grant vetting were added to the bylaws and attendance best practices to get a quorum are more clearly laid out. There was also some general cleaning up.

Following Pages:

Suggested RRTP TAC bylaws.

Red text is new.

Red text with yellow highlighting is anticipated new dates

Red text in bold was discussed at the previous meeting.

~~Strikethrough text is removed.~~

Green text has been moved.



Bylaws

of the

Apalachee Regional Planning Council's Regional Rural Transportation Plan's

Technical Advisory Committee

Adopted August 27, 2026

These bylaws explain the purpose, membership composition, structure, and schedule of Technical Advisory Committee workshops, and conduct of business.

A. NAME, AUTHORIZATION, PURPOSE, AND FUNCTION

Name

The name of this body will be the Apalachee Regional Planning Council (ARPC) Regional Rural Transportation Plan (RRTP) Technical Advisory Committee (TAC).

Authorization

The TAC exists as a contract requirement from the Florida Department of Transportation (FDOT) authorization to establish a RRTP within the ARPC Region that identifies potential future transportation needs for Calhoun, Franklin, Gulf, Jackson, and Liberty counties and **their municipalities within.**

Purpose and Function (these sections were combined)

~~The TAC will provide technical advice to ARPC's Board regarding preparation, review, and updated of the RRTP.~~

1. Provide the technical evaluation, advice, and recommendations necessary for ARPC to develop, **review, and update** the RRTP.

ARPC's Board will have final decision-making authority for the contents of the RRTP after a review process with TAC on items where there is a difference of opinions if one occurs.

2. Provide the technical evaluation, advice, and recommendations necessary for ARPC to vet the grant applications received from the RRTP planning region from the Transportation Alternatives Set-Aside (TA), Transportation Regional Incentive Program



(TRIP), and Shared-Use Non-motorized (SUN) Trail programs and choose the applications to advance to FDOT District 3.

ARPC's Board will have final decision-making authority for the contents of the RRTP after a review process with TAC on items where there is a difference of opinions if one occurs.

3. Assure state, regional, county, and municipal coordination in transportation decisions of regional significance, and

4. Provide a forum for professional staff from planning and implementing agencies to address transportation issues facing the Region.

B. MEMBERSHIP OF THE TAC

Members

There will be fifteen members of the TAC, three (3) representatives from each of the five (5) counties **and their municipalities within**.

All will be voting members.

Each member shall have one (1) vote of equal weight.

Eligibility and Qualifications

(these two sections were combined)

~~The TAC will be composed of members of the five counties listed below, with one county elected official and two residents from each respective county with local expertise in one or more of the following emphasis areas: transportation safety, system connectivity, resilience, or ACES (Automated/ Connected/ Electric/ Shared Use) Vehicles:~~

~~Calhoun County~~

~~Franklin County~~

~~Gulf County~~

~~Jackson County~~

~~Liberty County~~

Each county in the RRTP planning region (Calhoun, Franklin, Gulf, Jackson, and Liberty) will have the following:

- 1. Member: county elected official.



- Alternate: county elected official.
- 2. Member: municipality (in the county) elected official or another designated appointee.
 - Alternate: municipality (in the county) government staff (preferably full-time) or another designated appointee.

It is encouraged either this member or alternate be a staff member responsible for submitting transportation-related grants in one of the county's municipalities.

- 3. Member: county government staff (preferably full-time) or another designated appointee.
 - Alternate: county government staff (preferably full-time) or another designated appointee.

It is encouraged either this member or alternate be a staff member responsible for submitting transportation-related grants at the county.

The representatives should be able to speak ~~for the geographic area or emphasis area they represent~~ to the transportation best interest of the county and the municipalities within as well as the region and be a participant in the TAC's decision-making process.

Appointments

Members and alternates are to be appointed in writing and filed with the ARPC.

The ~~elected county official and one county resident~~ members and alternates will be ~~selected~~ appointed by the respective county commission.

The ~~second county resident~~ municipal member and alternate will be ~~selected~~ appointed by ARPC with input from county and municipal (city or town) commissions, as desired.

Members and alternates may be appointed by the ARPC Executive Committee, if desired.

Terms of Office

All members will serve at their pleasure or until such time as they no longer represent the entity as outlined above.

Changes of TAC Appointments

TAC members and alternates will notify ARPC staff in writing of any changes to their ability to ~~be a member~~ serve.

~~The ARPC~~ Those responsible for appointments will then look for a new representative and replace them as soon as possible.



Alternates

Each alternate may vote only in the absence of that Board member on a one-vote-per-member basis.

~~Alternates must be a representative of the same interest as the primary Board member.~~

Attendance

Regular attendance is expected as attendance is an essential component of the TAC's work.

It is the responsibility of each member (or ~~their~~ alternate) to attend TAC workshops on a regular basis to be informed on matters coming before the TAC.

~~Members who cannot attend a workshop are to coordinate with their alternate so the alternate attends in their place.~~

Members must notify ARPC staff of planned workshop absences ~~if neither they nor their alternate are able to attend~~, which will be reported to the TAC Chair.

Any member who has two ~~unexcused~~ absences in a four-month period ~~the span of four workshops~~ will be ~~considered to have resigned from the TAC~~ ~~contacted by staff to determine their availability or willingness to stay on the TAC.~~

At times when the TAC has chosen to meet in-person, remote attendance will be accommodated in most circumstances. There may be circumstances where the TAC Chair, or Vice Chair officially acting as the Chair, ask TAC members to attend in person.

C. OFFICERS, TERMS OF OFFICE, AND ELECTIONS

1. The TAC will elect from its membership a Chair and Vice Chair.
2. The Chair will preside over regular and special workshops of the TAC. The Vice-Chair will assume duties of the Chair at the request of the Chair or in the absence of the Chair.
3. The term of office for the Chair and Vice-Chair is one year but they will hold the office until the election of their successor. No person may simultaneously hold more than one office on the TAC. No officer may serve more than two consecutive one-year terms in that position. A term of less than 12 months shall not be considered a complete first term.
4. The Chair and Vice-Chair will be elected during the first regular workshop of the TAC and annually thereafter in the first workshop of the **state fiscal year (beginning July**



1st). Election requires nomination from the floor and an affirmative vote by a majority of the TAC members present. **The new positions will take effect immediately.**

5. A vacancy in any office will be filled through a special election at the first workshop of the TAC after the vacancy has occurred. A member elected to fill a vacancy in office will serve until the next scheduled election of officers.

D. STAFF SERVICES

1. ARPC staff will serve as Secretary and staff to the TAC, with technical and resource staff provided as needed. Staff services will include:
 - a. Serving as the Regional information hub for the TAC and disseminating all information related to TAC activities to aid in providing transparency of the RRTP to public officials and the general public through:
 - i. ensuring that at least seven (7) calendar days prior to a workshop, notice of the workshop, the workshop's agenda, and any other materials pertaining to the workshop will be available to the public on the ARPC's website. (See Section E, Meetings/ Workshops)
 - ii. ensuring that at least seven (7) calendar days prior to a workshop, public notices will be available to the public on the Florida Administrative Register (FAR) website, each of the five county's websites, and in each of the five county's newspapers, as able. (See Section E, Meetings/ Workshops)
 - iii. maintaining continuous flow of information between ARPC's Board and the TAC, including reports and recommendations of the TAC to the Board, and
 - iv. notifying public officials and other interested parties in the RRTP planning area of the RRTP and its progress.
 - b. Distribution of TAC agenda materials to members, and preparation of minutes.
 - c. Secure meeting space and provide a virtual option of attendance as needed.
 - d. Informing TAC of events, activities, policies, and programs occurring within the scope of the TAC's function and inform the TAC of all Florida Department of Transportation requests for information or assistance.
 - e. Notifying respective county and municipal governments of any TAC vacancy or expired terms and assist in filling any vacancy; and



- f. Ensuring information provided by the TAC is appropriately presented for review by ARPC's Board including presentation of agenda items for ARPC Board approval.
2. Staff will provide orientation for all new members on topics which will include the origin story of the RRTP; where to access the RRTP webpage, interactive map, and written RRTP; an overview of the written RRTP's key elements and how to use the interactive map; the TAC bylaws; conflicts of interest, Florida Sunshine, and ethical rules and regulations.
3. Upon request, ARPC's attorney will address legal issues.

E. MEETINGS/ WORKSHOPS OF THE TAC

Meetings/ Workshops

TAC workshops will be held, at minimum quarterly on the first **Wednesday** of a month.

- The TAC will meet at 1:30 p.m. CT in a location central to the RRTP planning area (Blountstown, Bristol area), unless otherwise requested by the TAC.
- The TAC may meet more frequently as needed.

The TAC will choose an accessible location for in-person workshops.

As determined by ARPC in consultation with TAC members, and consistent with FDOT public workshop requirements, the TAC may conduct virtual workshops by any device, software program, or other application that allows TAC members and the public in different physical locations to see and hear one another.

TAC members will be notified at least fourteen (14) calendar days prior to a workshop, of the specific time and location of the workshop.

At least seven (7) calendar days prior to a workshop, public notice of the workshop will be made in accordance with Section D.1.a.ii above. The workshop's agenda, and any other materials pertaining to the workshop will be sent to TAC members and made available to the public on the ARPC's website. (See Section D. 1.)

The agenda for each workshop will identify whether the workshop will be in-person, conducted remotely, or a hybrid option of both in-person and virtual.

Order of Business

The business of the TAC will contain, but not be limited to, the following elements:

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the Summary Minutes of Previous Workshops



- 4) Public Comment on Agenda Items
- 5) Action Items
- 6) Other Business
- 7) Public Comment on Non-Agenda Items
- 8) Final Comments by TAC Members
- 9) Adjournment

Quorum

A quorum is required for the conduct of business at a workshop of the TAC. If a quorum exists at any time during the workshop, then a quorum is determined to exist for the remainder of the workshop.

A quorum exists if each of the five counties has at least one (1) TAC representative per county present, either in person or virtually, including the Chair and/or Vice-Chair.

Voting Rights

Each voting member will be entitled to one vote and will vote on each matter before the TAC for action unless a legitimate conflict of interest exists. Only members of the TAC, or their designated alternate, may vote on matters, introduce a motion, or second a motion before the group.

Members may vote remotely if a quorum exists. Proxy votes and absentee ballots will not be permitted.

Members may only abstain from a vote upon a conflict of interest or as provided in law.

Voting on any matter will be by voice vote. However, a roll call vote can be called and recorded on any issue if it is requested by the Chairperson, or a majority of members present. Upon request of any member, ARPC staff will repeat the motion and the name of the mover and seconder immediately preceding a vote by the TAC.

Non-Member Participation

When a non-member has a comment on a specific agenda item, the Chair will have discretion on whether to take comments at the 'Public Comment' time of the workshop or ask the non-member to comment when the item is discussed later in the workshop.

Time limits on non-member participation will be three minutes.

Conduct of Business

Proceedings of the TAC will generally be conducted in accordance with Roberts' Rules of Order Revised, to the extent that they are consistent with these bylaws.



Suspension of Rules

Roberts Rules of Order may be suspended by a two-thirds vote of the TAC members present.

Cancellation

Workshops of the TAC may be cancelled by a majority vote of the members or by ARPC staff. ARPC staff shall not cancel two successive workshops.

F. ARPC BOARD - ROLE AND RESPONSIBILITY

ARPC's Board will have final decision-making authority for the contents of the RRTP **and also the advancement of grant applications from the Transportation Alternatives Set-Aside (TA), Transportation Regional Incentive Program (TRIP), and Shared-Use Non-motorized (SUN) Trail programs to FDOT District 3** after a review process with TAC on items where there is a difference of opinions if one occurs. (See Section A, Purpose)

The ~~second county resident~~ **municipal member and alternate** will be ~~selected~~ **appointed** by ARPC with input from county and municipal (city or town) commissions, **as desired**. (See Section B, Appointments)

ARPC will then look for a new ~~representative~~ TAC municipal member and alternate (after a ~~TAC member has notified by ARPC~~ **notification** in writing of a change to their ability to ~~be a member~~ **serve**). (See Section B, Changes of TAC Appointments)

Members and alternates may be appointed by the ARPC Executive Committee, if desired. (See Section B, Alternates)

As determined by ARPC in consultation with TAC members, and consistent with FDOT public workshop requirements, the TAC may conduct virtual workshops by any device, software program, or other application that allows TAC members and the public in different physical locations to see and hear one another. (See Section E, Meetings/ Workshops)

G. AMENDMENTS

Any amendment to these Bylaws must be approved by ARPC's Board, with prior review and comment by the TAC.

H. BYLAWS EFFECTIVE DATE

Reviewed by the TAC on **August 5, 2026**.

These Bylaws will become effective upon approval by the ARPC Board.

Approved by majority vote of the Apalachee Regional Planning Council Board on the 27th day of August 2026.



Signed:

Attest:

Ricky Jones
Chairman

Chris Rietow
Executive Director