



# APALACHEE REGIONAL PLANNING COUNCIL

# LOCAL PARTNERSHIPS

# REGIONAL IMPACT

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**FULL COUNCIL BOARD MEETING**

**344th Public Meeting**

**Thursday, February 5th, 2026**

**10:00am EST/ 9:00am CT**



## FULL COUNCIL

## EXECUTIVE COMMITTEE

**Ricky Jones, Chair – Franklin**

**Quincee Messersmith, Vice Chair – Wakulla**

**Jack Porter, Secretary/Treasurer – City of Tallahassee**

**John Jones, Past Chairman – City of Monticello**

**FRCA POLICY BOARD MEMBERS:**

**Jack Porter, Rick Minor, and Lisa Miller**

### Calhoun County

Darryl O'Bryan

Martha "Mert" Stephens

County Commissioner

Council Member, City of Blountstown

### Franklin County

Ricky Jones

Sebrina Brown

County Commissioner

Mayor, City of Carrabelle

### Gadsden County

Brenda Holt

Evelyn Goldwire

County Commissioner

Mayor, City of Gretna

### Gulf County

Sandy Quinn, Jr.

Johnny Paul

Michael Hammond

County Commissioner

Commissioner, City of Wewahitchka

Governor's Appointee

### Jackson County

Paul Donofro

Kim Applewhite

County Commissioner

Council Member, Town of Grand Ridge

### Jefferson County

Jessica Gramling

John Jones

County Commissioner

Mayor, City of Monticello

### Leon County

Rick Minor

Jack Porter

Lisa Miller

County Commissioner

Commissioner, City of Tallahassee

Governor's Appointee

### Liberty County

Doyle Brown

Micah McCaskill

County Commissioner

Council Member, City of Bristol

### Wakulla County

Quincee Messersmith

Mary Katherine Westmark

County Commissioner

Council Member, City of Sopchoppy

### Ex-Officio Members

Kristine Morris

Darryl Boudreau

Tanya Branton

Diane Scholz

Greg Slay

Fl. Dept. of Environmental Protection

NW Fl. Water Management District

Fl. Dept. of Transportation

Florida Commerce

Capital Region Transportation Planning Agency

# AGENDA - FEBRUARY 5TH, 2026

APALACHEE REGIONAL PLANNING COUNCIL  
FULL COUNCIL BOARD MEETING  
THURSDAY – FEBRUARY 5TH, 2026  
10:00 AM EST / 9:00 AM CT

[Click here to join the meeting.](#)

Meeting ID: 221 586 171 579

Passcode: rZ6qb3yR

1. Call to Order, Pledge of Allegiance, and Introductions	
2. <b>Approval of Agenda</b>	<b>3</b>
3. <b>Approval of Minutes – October 30th, 2025 Board Meeting</b>	<b>4</b>
4. ARPC Annual Programs Overview – ARPC Staff	
5. ARPC FY2024–2025 Annual Report – Melissa Franklin, Communications Director	
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7. Board Member Reports / Local & Regional Issues Discussion	
8. Ex-Officio Member Updates	
9. Public Comment	
10. Adjournment	

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Next ARPC Board Meeting – March 26th , 2026

# MINUTES - OCTOBER 30TH, 2025

## APALACHEE REGIONAL PLANNING COUNCIL FULL COUNCIL BOARD MEETING THURSDAY - OCTOBER 30TH, 2025 10:00 AM EST/ 9:00 AM CT

### Call to Order and General Business

- Commissioner Ricky Jones called the meeting to order at 10:03am.
- Quorum confirmed. Introductions made.
- Pledge

### ARPC Board Members in Attendance

Ricky Jones	Franklin County Commissioner
Evelyn Goldwire	Mayor, City of Gretna
Micheal Hammond	Governor's Appointee
John Jones	Councilman, City of Monticello
Rick Minor	Leon County Commissioner
Doyle Brown	Liberty County Commissioner
Quincee Messersmith	Wakulla County Commissioner
Mary Katherine Westmark	Council Member, City of Sopchoppy

### Ex-Officio Members in Attendance

Darryl Boudreau – NW FL Water Management District  
Tanya Branton – Florida Dept. Of Transportation

### ARPC Staff in Attendance

Josh Adams – Environmental Planning Manager  
Kwentin Eastberg – Deputy Director  
Juliette Kearce – Finance Director  
Divina Lade – Geospatial Planning Manager/ Resiliency Officer  
Khalig Atakishiyev – Geospatial Planner  
Christian Levings – Emergency Management Manager  
Mary O'Brien – Transportation Planning Manager  
Logan Patten – LEPC Coordinator  
Monica Pitts – Human Resources & Administrative Services Director  
Chris Rietow – Executive Director  
Caroline Smith – Economic Development Manager  
Tom Thompson – Commuter Assistance Coordinator  
Matthew Vossler – RLF Manager  
Josh Pasqualone – ARPC Legal Counsel  
Lydia Johnson – Environmental Planner  
Hilary Carrasco – Housing Coordinator  
Austin Britt – Transportation Planner  
Melissa Franklin – Communications Director  
Brianna Williams – Growth Management & Land Use Planner

### Others in Attendance

David Pollard, TIA  
Vanessa Spaulding, TIA  
Shelly Bell, TSC  
Chelsea Ranew, Calhoun County  
Clay Smallwood, Gulf County  
Donny Hicks, TEAM Florida  
Sydney Black



## Approval of Agenda

*Commissioner Minor moved to amend the agenda to accommodate the RLF review. Commissioner Messersmith seconded. Motion approved unanimously.*

## Approval of Board Minutes

*Commissioner Minor moved to approve the August 28th, 2025 Board Minutes as presented. Commissioner Goldwire seconded the motion. Motion approved unanimously.*

## Tallahassee International Airport, David Pollard (TIA)

Advanced Air Mobility is ready to take off in Florida, and Tallahassee International Airport is at the forefront as one of the first airports in Florida to install an electric aircraft charger! Advanced Air Mobility (AAM) represents a transformative evolution in air transportation, expanding aviation beyond its traditional boundaries to move people and goods efficiently across urban, suburban, and rural areas. By harnessing cutting-edge aircraft technologies, AAM introduces new multi-modal transportation solutions that seamlessly integrate with existing systems.

AAM includes a range of innovative aircraft, such as vertical takeoff and landing (VTOL) vehicles, designed for shorter routes and greater accessibility. Fueled by advancements in energy systems, aerospace manufacturing, and artificial intelligence, AAM is poised to redefine mobility—making air travel more connected, efficient, and accessible in everyday life.

The goal of AAM is not to replace, but to enhance current transportation networks—enabling faster commutes, expanding mobility options, and improving logistics for cargo delivery and emergency response.

To ensure safe and effective implementation, governments, industry leaders, and regulatory agencies are collaborating closely to guide AAM's development. As the field matures, its success will depend on proactive planning, stakeholder engagement, strategic infrastructure investment, and adaptive policies—all aimed at maximizing connectivity, community benefits, and operational excellence.

Tallahassee International Airport continues its dedication and efforts towards increasing capacity and ensuring full leverage of the airport as a regional asset.

## Current & Upcoming Projects

- International Processing Facility
- Runway rehab
- Main terminal chiller plant replacement
- Parking lot elevator replacement
- Passenger loading bridge replacement
- Rental Car Quick Turnaround Service Facility
- Replacement of Aircraft Rescue & Fire Fighting Apparatus #52

## Foreign Trade Zone Progress, Vanessa Spaulding (TIA)

Tallahassee International Airport (TIA) has been working for over a decade to become a full international port of entry. In October 2014, the City Commission authorized the airport staff to pursue international status, develop a Foreign Trade Zone and enter into a memorandum of agreement with US Customs and Border Protection for oversight and monitoring of the zone. The first three steps have been completed!

TIA has entered into the required MOA with US Customs and Border Protection to oversee the zone. Director of Aviation David Pollard, airport staff and city leadership have worked tirelessly to bring all of this to fruition, starting with a name change from regional to international, an extensive rebranding campaign, and the development of the International Processing Facility (IPF), which is currently under construction and will be substantially complete in early 2026. Once the IPF is complete, TIA will be able to submit the application for the zone to the US Foreign Trade Zones Board. TIA has partnered with IMS Worldwide to help establish TLH's New Zone project. They specialize in establishing zones and are helping to assemble the FTZ application.

Customs and Borders Patrol is responsible for border security at America's ports of entry. Every foreign item that crosses the US border is subject to US customs clearance and the payment of duties unless specifically exempted. To legally enter the country, the goods must arrive at a port of entry. CBP must authorize the entry of that merchandise, and then duties must be paid.

An FTZ is a secure geographical area located within the United States that is considered to be outside of US Customs territory for tariff purposes. Florida has 20 designated FTZ's throughout the state. FTZ's are a means to encourage activity, investment and employment right here in the United States that could otherwise be conducted abroad for customs reasons.

CBP oversees all activity conducted in FTZ's and is responsible for the control of all merchandise moving in and out of zones. CBP must ensure that all companies operating in zones comply with their strict security, IT and inventory control requirements, and pay all required duties. The other regulatory arm is the US Foreign Trade Zones Board, or the FTZ Board. The FTZ Board is comprised of the US Secretary of the Treasury, and the Secretary of Commerce. The FTZ Board is the agency that grants authority to local entities to establish, operate, and maintain a zone. The grantee is the local recipient of that grant of authority for the FTZ board. The local recipient could be an airport, a seaport, or a port authority. Passed by City Commission Resolution 2022, the Tallahassee International Airport was approved to be the grantee for the FTZ project.

### **Foreign Trade Zone Progress:**

- Change the name of the airport to Tallahassee International Airport
- Develop new branding and marketing materials
- Enter into required agreement with Customs and Border Protection to become a "User Fee" Airport
- Design and develop an International Arrivals Facility
- Pursue and develop a future Foreign Trade Zone

### **Benefits for the Region:**

- Bolster regional competitiveness
- Retain and increase domestic economic activity
- Strengthen the manufacturing industry sector
- Fulfills major site readiness requirement for companies looking to locate in North Florida
- FTZ projected impact – 1,600 jobs and \$300 million economic impact by 2036

## Executive Director Report

**Financial Reports:** Finance has transitioned from cash to accrual. Currently, ARPC has over \$730,000 in overdue invoices outstanding.

*Commissioner Hammond moved to approve the ARPC Financial Summary. Council Member Jones seconded the motion. Motion approved unanimously.*

## Staff Program Reports

**RLF Loan Review** - Chris Langston of Green Reef Mining

*Commissioner Hammond motioned to approve the Green Reef loan. Council Member Jones seconded the motion. Motion approved unanimously.*

**Strategic Plan** - ARPC department heads have provided Executive Management with the respective departments goals and strategies for the next three years. Executive Management is compiling the data and revising as necessary. The final ARPC Strategic Plan will be available shortly.

**ARPC Consultants** - To best serve the Apalachee Region, ARPC has secured several consultants to assist in an array of projects as needed. The services of these pre-qualified vendors can be accessed through direct contracts with ARPC. These consultants, and a summary of their services, are listed in the Board Package for reference.

## Executive Committee Meetings Summary -

*Commissioner Minor moved to approve Executive Committee Actions. Council Member Jones seconded the motion. Motion approved unanimously.*

Next Board Meeting on Feb. 5, 2025.

Meeting adjourned at 11:55 am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL

MEETING IN REGULAR SESSION ON FEBRUARY 5TH, 2026.

SIGNED:

ATTEST:

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Ricky Jones  
Chair

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Chris Rietow  
Executive Director

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

**A. Financial Reports: Included in the Board Packet are the following items for Board review and approval:**

- **FY 2025/2026 Statement of Activity for October, November, and December**

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. Winter Florida Regional Council Association (FRCA) Policy Board Meeting Update: Staff will provide a brief summary of the Jan. 30th meeting.

D. ARPC Executive Committee Meeting Summaries: Staff will highlight the recent actions of the Executive Committee.

**ACTIONS NEEDED**

- **Motion to approve the Statement of Activity for October, November, & December 2025**
- **Motion to ratify the actions of the Executive Committee for the December 11, 2025 and January 13, 2026 meetings**

## ARPC FINANCIALS

### Statement of Activity

Apalachee Regional Planning Council  
October-December, 2025

Distribution account	Total
<b>Income</b>	
01-341.100 General - County Dues	62,121.22
<b>Investment income</b>	
01-361.100 Interest Gen (Sweep)	734.81
02-361.100 Interest & Earnings RLF (Borrower)	14,464.17
02-361.105 Fees RLF (Borrower)	362.50
02-361.110 Interest RLF (Sweep)	8,390.84
<b>Total for Investment income</b>	<b>\$23,952.32</b>
<b>Other</b>	
01-366.100 NFWF Emerg Coastal Resilience Fund (BP Oil Spill)	252,423.50
01-369.300 Admin   Misc.	
01-349.800 Admin Service Fees	599.01
<b>Total for 01-369.300 Admin   Misc.</b>	<b>\$599.01</b>
02-369.300 Admin   Misc	
02-349.800 RLF Admin Service Fees	-1,185.90
<b>Total for 02-369.300 Admin   Misc</b>	<b>-\$1,185.90</b>
<b>Total for Other</b>	<b>\$251,836.61</b>
<b>Pass-thru</b>	
01-300.300 FRCA (Staffing)	13,168.81
<b>Total for Pass-thru</b>	<b>\$13,168.81</b>
<b>Program Funding</b>	
<b>Federal</b>	
01-331.200 Federal Grants - Public Safety	
01-331.211 Hospital Prep Prog (New BBHCC Agreement) (CFDA 93.889)	91,037.00
<b>Total for 01-331.200 Federal Grants - Public Safety</b>	<b>\$91,037.00</b>
01-331.400 Federal Grants - Transportation	
01-331.410 SS4A	4,619.29

## ARPC FINANCIALS

### Statement of Activity

Apalachee Regional Planning Council  
October-December, 2025

Distribution account	Total
Total for 01-331.400 Federal Grants - Transportation	\$4,619.29
Total for Federal	\$95,656.29
Local	
01-337.100 Local Grants - General	
01-337.160 Town of Havana GM	1,053.83
01-337.161 Franklin GIS	0.00
01-337.162 Calhoun GIS	1,662.50
01-337.163 Gadsden GIS	5,000.00
01-337.166 Wakulla LMS Update	19,403.91
01-337.182 St. Marks Comp Plan	16,250.00
01-337.185 Gadsden GM	18,750.00
01-337.188 Liberty GM	7,237.50
01-337.189 Apalachicola GM	8,565.62
Total for 01-337.100 Local Grants - General	\$77,923.36
01-337.400 Local Grants - Transportation	
01-337.430 RRTP- D3	14,000.00
Total for 01-337.400 Local Grants - Transportation	\$14,000.00
01-337.500 Local Grants - Economic Environment	
01-337.530 Calhoun SHIP Revenue	8,750.00
01-337.560 Jackson SHIP	7,674.36
01-337.570 Gulf SHIP	4,000.00
01-337.580 Franklin SHIP	10,070.00
Total for 01-337.500 Local Grants - Economic Environment	\$30,494.36
Total for Local	\$122,417.72
State	
01-334.200 State Grants - Public Safety	
01-334.210 Local Emergency Planning Committee (CFDA 31.067)	20,250.00
01-334.220 Hazard Analyses (CFDA 31.067)	7,817.74

## ARPC FINANCIALS

### Statement of Activity

Apalachee Regional Planning Council  
October-December, 2025

Distribution account	Total
Total for 01-334.200 State Grants - Public Safety	\$28,067.74
01-334.400 State Grants - Transportation	
01-334.410 CTD (CFDA 55.002)	41,065.84
01-334.420 RideOn (CFDA 55.007)	31,414.10
Total for 01-334.400 State Grants - Transportation	\$72,479.94
Total for State	\$100,547.68
Total for Program Funding	\$318,621.69
Total for Income	\$669,700.65
Gross Profit	\$669,700.65
Expenses	
01-500 Bank Fees	\$1,109.42
01-513.730 Credit Card Interest Paid	\$109.59
01-515.550 Comprehensive Planning	
Payroll expenses	\$34,904.55
Total for 01-515.550 Comprehensive Planning	\$34,904.55
10 Personnel Services	\$548,797.42
30 Operating Expenditure	
31 Professional Services	\$29,763.87
32 Accounting And Auditing	\$591.00
34 Other Contractual Services	\$219,154.13
40 Travel And Per Diem	\$19,050.38
41 Communication	\$4,848.28
43 Utility Services	\$1,734.30
44 Rentals And Leases	\$32,379.39
45 Insurance	\$9,336.34
46 Repair And Maintenance Services	\$242.63
48 Promotional Activities	\$794.97

3/4

Accrual Basis Tuesday, January 27, 2026 06:24 PM GMT-05:00

## ARPC FINANCIALS

### Statement of Activity

Apalachee Regional Planning Council  
October-December, 2025

Distribution account	Total
49 Other Misc	\$13,112.12
52 Operating Supplies	\$2,856.28
54 Books, Publications, Subscriptions, And Memberships	\$28,819.85
55 Training	\$570.00
60 Capital Outlay	\$2,162.06
Total for 30 Operating Expenditure	\$365,415.60
367 Licenses	\$4,836.02
70 Pass Through	\$91,037.00
Total for Expenses	\$1,046,209.60
Net Operating Income	-\$376,508.95
Net Other Income	
Net Income	-\$376,508.95



## ECONOMIC DEVELOPMENT PROGRAM

### Caroline Smith – Stacy Slavichak

#### Grant Opportunities

For support with grant application preparation, please contact Caroline Smith, ARPC Economic & Community Development Manager, at [csmith@arpc.org](mailto:csmith@arpc.org). Recent grant application activities include:

- **U.S. Environmental Protection Agency (EPA) Brownfields Grant:** ARPC staff have partnered with a consultant to submit a grant application for brownfields funding to conduct Phase 1/2/3 Environmental Site Assessments (ESAs) across the Apalachee Region. The application will be submitted in early 2026.
- **U.S. Economic Development Administration (EDA) Disaster Supplemental – Readiness Pathway:** ARPC staff have partnered with Emerald Coast Regional Council (ECRC), North Central Florida Regional Planning Council (NCFRPC), Northeast Florida Regional Council (NEFRC), and FloridaMakes to submit an EDA grant application for a North Florida Advanced Manufacturing Corridor Study. The application has been submitted and is awaiting award announcements.
- **U.S. Department of Transportation (USDOT) Safe Streets for All (SS4A) Grant:** ARPC Economic Development staff partnered with ARPC Transportation staff to apply for multi-year project funding to create a Regional Safety Action Plan that would complement the Rural Regional Transportation Plan (RRTP). ARPC was awarded 2-year federal funding in the amount of \$497,839. Project activities are underway.
- **Florida Commerce Rural Infrastructure Fund (RIF) Grant:** ARPC staff submitted RIF grant applications on behalf of the City of St. Marks, City of Sopchoppy, Town of Sneads, and Franklin County. Franklin County's proposal to create a Master Plan for the Apalachicola Airport was awarded \$176,100 in funding.
- **Florida Commerce Community Planning Technical Assistance (CPTA) Grant:** ARPC staff submitted several applications to the CPTA grant program. ARPC's proposal to conduct a Strategic Sites Inventory (SSI) update for Calhoun, Gadsden, and Liberty counties was awarded \$74,231.82 in funding.
- **Florida Commerce Competitive Florida Partnership (CFP) Program Grant:** ARPC staff worked with Jackson County Economic Development Council (EDC) to apply to this program on their behalf; the proposal to conduct a retail recruitment strategy for Jackson County was not selected for funding.

## Workshops, Facilitations, and Meetings

- **RPC Coordination:** ARPC Economic Development staff is planning a statewide RPC training on economic modelling, which will take the form of either a virtual training series or an in-person training.

- **Meeting Participation:** ARPC staff participated in meetings for organizations across the Region, including Opportunity Florida, Rural Economic Development Initiative (REDI), Wakulla County EDC, Jackson County EDC, Gadsden County Development Council (GCDC), and the Alliance of Entrepreneur Resource Organizations (AERO).

## Active Projects

- **Strategic Site Inventory (SSI) for Calhoun, Gadsden, and Liberty counties:** ARPC staff is working with Florida Commerce to finalize the CPTA agreement to conduct an updated SSI for Calhoun, Gadsden, and Liberty counties. Activities are anticipated to begin in early 2026.

- **Safe Streets for All (SS4A) Comprehensive Safety Action Plan:** ARPC staff is in the early stage of activities to create a Comprehensive Safety Action Plan for the Apalachee Region. ARPC staff has created the outreach plan and is assembling a Technical Advisory Committee (TAC) to provide feedback on plan development.

- **St. Marks Technical Assistance:** ARPC Economic Development staff is assisting the City of St. Marks with grant writing and other planning activities.



**REVOLVING LOAN FUND (RLF) PROGRAM**  
**Legacy, CARES Act & REVIVE! RLFS**  
**Matthew Vossler**

**REVOLVING LOAN FUND (RLF) OVERVIEW**

The ARPC RLF Program consists of three revolving loan funds: Legacy, CARES Act and REVIVE!. As of February 2026, ARPC staff is servicing twenty-four loans. The main priorities for ARPC staff regarding RLF support and administration are to service the existing loans, provide borrowers with technical assistance when needed, and seek qualified applicants for new loans through marketing. The three RLF programs are briefly described below.

**LEGACY RLF (DEFEDERALIZED)**

The Legacy RLF program launched in 1984 with an initial Economic Development Administration (EDA) award of \$1 million and an ARPC match with Community Development Block Grant (CDBG) funds of \$335,000. Since 1984, the ARPC has transformed the original sum of money into over \$5 million dollars in loans to small businesses within the rural communities of the ARPC Region.

**CARES ACT RLF (REVOLVING PHASE)**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act RLF provides small business owners within the Apalachee Region with gap financing to help them recover from the impacts of the COVID pandemic.

**HURRICANE MICHAEL/REVIVE! RLF (ENTERING REVOLVING PHASE)**

The Hurricane Michael/Regional Economies Vested in Vital Enterprises (REVIVE!) program is a \$1 million RLF to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs within Leon County/Tallahassee.

**REVOLVING LOAN FUND PORTFOLIO SUMMARY**

**CURRENT PORTFOLIO STATUS AS OF 12/31/2025**

Portfolio Balance	\$1,078,068.88
Portfolio Yield	5.75%
INTEREST PAID IN 2024	\$61,396.98

**DEFAULTED LOANS**

Legacy - Sloan Grainworks	CARES - Chef Shac
Legacy - Deep South	CARES - Dansby
Legacy - Busy Bee (Smiley)	CARES - Rutabaga Café
Legacy - Saucy Lady Oyster	CARES - SWAT (Seafood Wings And Things)
Legacy - H.E.R.Z. Development	REVIVE – Community Business Services
	REVIVE – Tremont Concrete

ARPC staff have been diligently working to resolve the defaulted loans either through write-off or collection proceedings.

## LOAN STATUSES AS OF 01.15.2026

Borrower	Interest Rate	Maturity Date	Next Payment	Regular Payment	Loan Balance
Corner Cafe	6.000%	02/01/2027	01/15/2026	\$600.00	\$7,703.71
Herz Development	5.000%	10/01/2031	07/15/2025	\$325.00	\$19,898.00
Peaks Ink	6.000%	12/01/2034	01/15/2026	\$600.00	\$42,384.93
Pretty Girlz	6.000%	12/01/2027	01/15/2026	\$500.00	\$47,248.81
Saucy Lady Oyster Company	5.000%	04/01/2026	08/15/2024	\$500.00	\$9,892.10
Southern Fields Brewing	6.000%	12/01/2029	04/15/2025	\$1,000.00	\$59,827.44
Marlowe Logging	5.000%	03/01/2029	01/01/2026	\$550.00	\$20,090.27
Norris Smokehouse	5.000%	04/01/2031	01/15/2026	\$550.00	\$29,790.08
Rejuvenate U Massage Studio	5.000%	07/01/2029	10/15/2025	\$175.00	\$8,425.90
Seafood Wings and Things (SWAT), LLC	6.000%	04/01/2026	04/15/2024	\$775.00	\$27,838.89
<del>Springbreeze Accounting &amp; Taxes</del>	5.000%	09/01/2034	11/15/2025	\$1,200.00	\$155,198.92
<del>Teleoia Trading Post</del>	5.000%	08/01/2035	01/15/2026	\$800.00	\$75,454.07
Tri-State Pest Control	5.000%	02/01/2026	01/15/2026	\$500.00	\$598.73
Freda Harris, Julius Harris, Kids First Learning Academ	7.000%	06/15/2034	07/15/2025	\$525.00	\$14,043.43
Boss Chic	6.000%	04/01/2032	01/15/2026	\$800.00	\$32,023.35
CBS Inc	6.000%	10/01/2032	03/15/2025	\$1,100.00	\$82,344.73
Crowning Glory	5.000%	09/01/2031	01/02/2026	\$225.00	\$15,750.38
Law Office of Felicia S.W. Thomas	5.000%	11/01/2031	01/15/2026	\$425.00	\$17,808.38
Revolutionary Expressions	5.000%	10/01/2031	01/15/2026	\$650.00	\$37,825.34
Tremont Concrete Construction Inc	5.000%	07/01/2032	07/15/2025	\$975.00	\$67,116.51
Wall Doctors Plastering LLC	6.000%	02/15/2034	01/15/2026	\$175.00	\$12,572.04
<del>WCRx Pharmacy</del>	5.000%	08/01/2031	01/15/2026	\$1,100.00	\$61,768.59
Om Sairam LLC	7.000%	06/15/2039	01/15/2026	\$1,798.18	\$187,878.57
North Florida Public Safety, LLC	6.500%	07/15/2030	01/15/2026	\$1,026.10	\$46,596.65
					\$1,078,068.88

## HOUSING

**Hilary Carrasco – Rick McCraw – Gianna Brooks – Oliver Holden-Schrock**

### Activity Overview

The Apalachee Regional Planning Council (ARPC) administers SHIP programs in Calhoun, Jackson, Gulf, and Franklin counties, providing housing repairs, first-time homebuyer assistance, and emergency support. Recent improvements include upgrades to the Neighborly portal, enhanced internal filing systems, and working on a new county-wide inspector to streamline inspections, support timely project completion, and advance housing goals across all counties.

### SHIP Strategies by County:

**Calhoun County:** Owner-occupied rehabilitation, purchase assistance, foreclosure prevention, disaster mitigation and emergency housing repair.

**Jackson County:** Owner-occupied rehabilitation, first-time homebuyer purchase assistance, demolition & reconstruction, disaster mitigation/recovery and emergency repairs

**Gulf County:** Owner-occupied rehabilitation, first-time homebuyer purchase assistance (without rehabilitation), demolition/rehabilitation, disaster mitigation and recovery.

**Franklin County:** Owner-occupied rehabilitation, first time homebuyer purchase assistance, emergency repair, and disaster recovery.

### State Housing Initiatives Partnership (SHIP) Program – General Information and Recent Activities

- **Calhoun SHIP:** ARPC administers Calhoun County's SHIP program, where applicant demand is primarily rehabilitation-focused, as evidenced by the high number of owner-occupied rehabilitation applications received each year, while purchase assistance averages approximately one award annually.

- **Jackson County Housing Programs:** ARPC has administered Jackson County's SHIP program since 2021. Local needs appear focused on purchase assistance, with more than five awards granted annually, alongside at least four owner-occupied rehabilitation projects each year. ARPC staff also administered the County's Hurricane Housing Recovery Program (HHRP), which has concluded and successfully passed its audit in 2025.

- **Gulf SHIP:** ARPC staff continues to administer SHIP funding for Gulf County. ARPC staff makes weekly trips every Wednesday into the county to work with applicants and county staff alike. The Citizens of Gulf County Recovery Team has been instrumental in supporting ARPC and Gulf County by assisting applicants through the process. Since October 30, 2025, ARPC staff has expended two purchase assistance projects and one home rehabilitation project. ARPC staff has also made awards to 2 additional projects, encumbering an additional \$110,000 in SHIP funding.

- **Franklin SHIP:** ARPC staff is gearing up to administer Franklin County's SHIP program and is currently awaiting execution of the services agreement. Currently, ARPC staff is assisting Franklin County with closing out previous fiscal years and making revisions to the County's Local Housing Assistance Plan (LHAP).

**TRANSPORTATION PLANNING PROGRAM**  
**Kwentin Eastberg – Mary O'Brien – Austin Britt****Transportation Disadvantaged Program (TD)**

The TD Program is a statewide effort. It assists with travel to and from life-sustaining and quality of life trips for community members that are qualified as elderly, disabled, low-income, or at-risk children.

**Positive Impacts:**

During the statewide CTD Board Business Meeting on December 8th, 2025, the Board reviewed and approved the Fiscal Year 2025-2026 Innovative Service Development (ISD) Grant applications. (Innovative includes new or expanded services.) The CTD Board voted to approve all four of the Apalachee Region's ISD applications, for the full amount requested, with a total of approximately \$1,118,201. Congratulations! ARPC is always happy to assist with these grant applications.

**Gulf & Franklin Counties      Applicant: Big Bend Transit      \$438,300**

Provide prescheduled and same day trips cross-county between Gulf and Franklin counties, with expanded access to regional destinations including Tallahassee, Panama City, and Crawfordville.

**Jefferson County      Applicant: Big Bend Transit      \$325,859**

Provide on-demand/same-day service primarily within Jefferson County including connecting to the Jefferson Express Shuttle for out-of-county trips. Will also provide limited out-of-county trips if the trips cannot be accomplished by connecting to Jefferson Express.

**Jefferson & Leon Counties      Applicant: i-Enable      \$156,384**

Provide pre-scheduled and on-demand/same-day door-to-door transportation service within Jefferson County and cross county to Leon County.

**Liberty County      Applicant: Liberty Co BoCC/Liberty Co Transit      \$197,658**

Introduces next-day service for trips within Liberty County and to neighboring counties (Bay, Jackson, Leon, and Calhoun).

**Transportation Disadvantaged Coordinating Board (TDCB) Meetings**

Each county has a TDCB of 18 members representing different stakeholders.

**Q2 (Oct. 1 – Dec. 31, 2025):** TDCB meetings were held between November 12th and 20th and included:

- Reviewing and voting to approve Community Transportation Coordinator (CTC\*) Annual Operating Reports.
- A Transportation Disadvantaged Public Workshop and New-Member Training immediately preceded the regularly scheduled meeting.

\*CTCs provide transportation directly to Transportation Disadvantaged community members or contract with operators. Ex. Star Metro, Big Bend Transit, etc.

**Q3 (Jan. 1 – March 31, 2026):** TDCB meetings will be held between March 10th and 19th and include:

- Reviewing the Annual Evaluation of the CTCs.

## APALACHEE REGIONAL RURAL TRANSPORTATION PLAN (RRTP) PROGRAM

The Apalachee Regional Planning Council (ARPC) is under contract with FDOT for the Apalachee Regional Rural Transportation Plan (RRTP) program. The program provides regional, long-range transportation planning, coordination, education, outreach, data collection, and mapping for the five rural counties within the ARPC Region (Calhoun, Franklin, Gulf, Jackson, and Liberty counties).



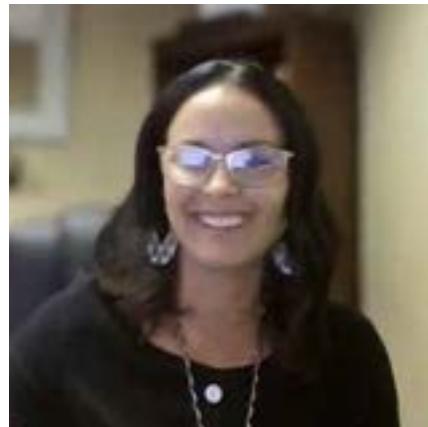
### Grants

Staff continue to share funding opportunities with the RRTP's Technical Advisory Committee (TAC) to assist communities in systematically implementing projects within the RRTP. Please let us know if you would like our help in applying.

### TAC Meetings

Staff have coordinated thirteen RRTP TAC meetings to date. Seven meetings were hosted in 2024 and six were hosted in 2025.

The most recent meeting was in November 2025. During this meeting Gretchen Peoples from FDOT gave an overview of the Safe Routes to School (SRTS) grant program and Community Traffic Safety Teams (CTSTs). The CTST can also act as the SRTS Committee/ Task Team, which is part of the SRTS grant application.



Gretchen Peoples of FDOT & Hunter Flowers of Calhoun discuss CTSTs at the November TAC meeting.

Maria Showalter from FDOT presented on local program grants. Tanya Branton, Maria, and Gretchen from FDOT were all available to answer questions. Additionally, TAC members discussed who their counterparts were per county and also what is done for public outreach within their county.

### RRTP Dashboard

The RRTP now has two GIS products: an interactive map and a dashboard. The interactive map shows many different data layers, making it easy to see where one item is in relation to another.



The dashboard is new and a streamlined product showing only a digital version of the Needs Plan projects identified in the RRTP. Both can be found on ARPC's RRTP webpage.

**For more information, visit ARPC's webpage or reach out to Mary O'Brien at [MOBrien@arpco.org](mailto:MOBrien@arpco.org).**

## **Upcoming:**

Florida Triple Crown Bus Roadeo will be in Orlando, March 6th & 7th

- The Roadeo is for Florida's paratransit and fixed route bus operators and maintenance technicians. It includes training opportunities, skills testing, and an awards banquet.

**For more information, please visit the CTD website, ARPC website, or reach out to Austin Britt at [abritt@arpc.org](mailto:abritt@arpc.org) or Kwentin Eastberg at [keastberg@arpc.org](mailto:keastberg@arpc.org).**

## **Regional Commuter Assistance Program (CAP)**

The Commuter Assistance Program was a statewide initiative funded by the Florida Department of Transportation (FDOT) and known here in District 3 as RideOn Commuter Services. The program has been sunset statewide and is no longer available.

We thank all of our partners for their support over the years, as well as Tom Thompson who was the RideOn Commuter Assistance Coordinator, and look forward to assisting in other ways.

**For more information, reach out to Mary O'Brien at [MOBrien@arpc.org](mailto:MOBrien@arpc.org).**





## ENVIRONMENTAL PLANNING PROGRAM

**Brian Branciforte – Divina Lade – Khalig Atakishiyev**  
**Destiny Murphy – Lydia Johnson – Lauryn Meeks**

### Project Highlights

- **Franklin 98 Living Shoreline**  
**Project:** Environmental Resource Permit for the second phase was obtained in November 2025. Construction of Phase 2 is anticipated to begin by the end of January 2026. Project team is aiming to seamlessly transition to Phase 3 construction once Phase 2 is completed, as to utilize the same ER permit.
- **Small Quantity Generators**  
**Verifications:** Site visits are set to be completed by June 2026.
- **C30:** Marine Estuarine Habitat Restoration, Monitoring and Assessment grant applications submitted to FWC 12/18/25 for Eastpoint Breakwater Spoil Island and County Road 30A Living Shoreline Projects.

### New Staff

We would like to welcome Brian Branciforte, as the Environmental Planning Manager, and Destiny Murphy, who will be serving as the Environmental Project Manager, to ARPC. Both will continue leading the management and advancement of the F98 Living Shoreline Project.



## GEOSPATIAL PLANNING PROGRAM

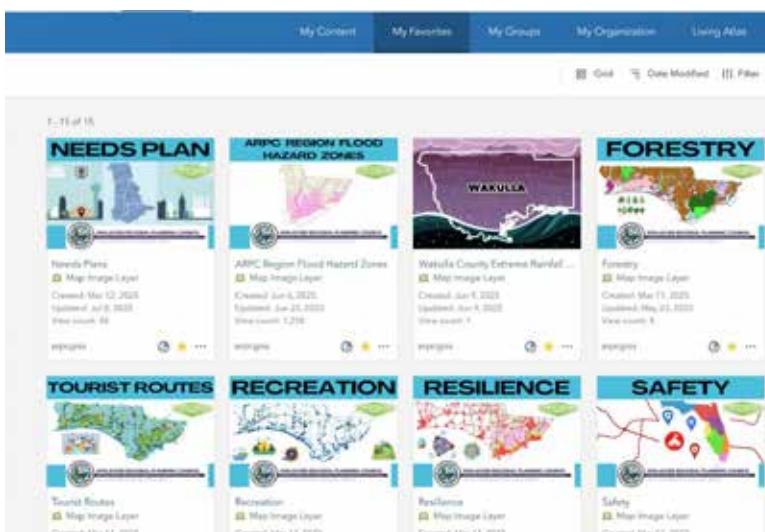
**Brian Branciforte – Divina Lade – Khalig Atakishiyev**  
**Destiny Murphy – Lydia Johnson – Lauryn Meeks**



Preliminary Model of 500-year Extreme Rainfall-induced Flood Scenario for 2050 for Gadsden County



Figure 2. Interactive Map of Regional Rural Transportation Plan (RRTP)



### Ongoing Support to Counties & Municipalities

**Calhoun** – Maintenance of the Calhoun County Land Use Map

**Franklin** – Maintenance of the Franklin Zoning Web App

**Gadsden** – Maintenance of geospatial data and fulfillment of ad hoc mapping services

### Ongoing Support to Existing Projects

**Transportation** – Regional Rural Transportation Plan (RRTP)

### Resilience Planning –

- **Gadsden Vulnerability Assessment**
- **Franklin Vulnerability Assessment**
- **Wakulla Local Mitigation Strategy Plan 2026**

### ARPC ArcGIS Enterprise Portal

Continual maintenance of ARPC's ArcGIS Enterprise Portal's geospatial features and layers is crucial to managing other GIS components across various planning projects.

The Geospatial program is committed to carefully populating metadata for all published content and establishing a consistent thumbnail layout for each item, as illustrated in the image on the left. This ongoing task emphasizes our commitment to upholding a standardized and well-organized repository of geospatial data.

### Staff Achievement

Congratulations to ARPC's Geospatial Analyst, Khalig Atakishiyev, for receiving his Remote Pilot Certification issued by the Wakulla Environmental Institute (WEI) and remote pilot license from the Federal Aviation Administration.

## RESILIENCE PLANNING PROGRAM

**Brian Branciforte – Divina Lade – Khalig Atakishiyev  
Destiny Murphy – Lydia Johnson – Lauryn Meeks**

### **Wakulla County Local Mitigation Strategy (LMS); Funding – Wakulla County**

The LMS Plan update for Wakulla County is progressing as planned. Feedback on the first draft submitted to Florida Division of Emergency Management (FDEM) was received in November 2025. Staff is currently updating sections of the plan based on review of comments and feedback.

### **RainReady500; Funding – Florida Department of Environmental Protection**

Using the new Inundate! Pro tool, this project will generate 500-year extreme rainfall-induced flood scenarios for 2050 and 2080. Supports climate adaptation planning and vulnerability assessments across all nine counties.

Next Steps: Generate 2050 and 2080 flood scenarios for 1 coastal county (Wakulla) and 1 inland county (Gadsden) within the Region.

### **ARMOR (Apalachee Regional Mitigation & Operations Roadmap) – Funding: Florida Department of Environmental Protection**

Developing Phase 1 of the Regional Adaptation Plan, establishing a framework for project prioritization, and coordinating funding strategies across the Apalachee Region. Next Steps: Prepare for the visioning and goal setting workshop in February 2026.

### **Franklin County Vulnerability Assessment Project; Funding – Florida Department of Environmental Protection**

The Franklin County VA is currently in the final drafting phase of Task 6, the Adaptation Plan section of the Final Report. This section will include adaptation recommendations specific to the county's prioritized critical assets.

Next Steps: Finalizing the VA report and submission to FDEP.

### **Gadsden County Vulnerability Assessment Project; Funding – Florida Department of Environmental Protection**

The Gadsden County VA is moving forward with Task 4: The Exposure Analysis. In Task 4, the flood risk of critical assets in the county will be assessed under multiple flood risk scenarios.

Next Steps: Completion and submission of Task 4 to FDEP. Presentation to county BOCC with Exposure Analysis findings.

### **Team Engagement & Growth**

**New Department:** Geospatial, Environmental, and Resilience (GEAR) Planning Department – ARPC established the Geospatial, Environmental, and Resilience (GEAR) Planning Department to strengthen internal capacity and better coordinate geospatial, environmental, and resilience planning efforts across the Region. The department, led by Divina Lade, serves as a centralized resource for GIS analysis, environmental planning, resilience strategy, and grant-supported project implementation.



### **Conference Participation**

ARPC staff presented at the SHRUG2025 Workshop on November 19th and 20th, 2025. The workshop participants were informed about the achievements in various projects and planning activities carried out at ARPC as one of the ten regional planning councils in Florida.



## ARPC EMERGENCY PLANNING

### EMERGENCY MANAGEMENT PROGRAM Christian Levings – Elizabeth Todak – Logan Patten

#### REGIONAL HAZARDOUS MATERIALS PROGRAM

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 Quarter 2 meeting of the Apalachee LEPC at the Leon County Emergency Operations Center on December 4th. FAMU/FSU's RIDER Program presented their organization's offering to the LEPC community.

##### Hazardous Materials Training

There were no trainings held during the second quarter as we awaited the HMEP contract from the Florida Division of Emergency Management.

#### Upcoming Apalachee LEPC-Sponsored Training

Jan 13-16 – 2026 FL Hazmat Symposium

##### SERC Meetings

ARPC staff attended the State Emergency Response Commission (SERC) Meeting on November 6-7th in Palm Coast. The meetings discussed concerns over lithium-ion battery disposal as well as funding for HazMat Team assessments to be conducted by a third-party vendor.



##### Planning Project

ARPC staff will complete a commodity flow study to better understand the movement of hazardous materials throughout the Region. This study will be added to the yearly update of the regional LEPC plan as well as distributed to Emergency Management directors for the counties throughout the Apalachee Region.

#### BIG BEND HEALTHCARE COALITION (BBHCC)

ARPC staffs the Big Bend Healthcare Coalition (BBHCC.) The most recent BBHCC General Membership meeting was held on January 8th, 2026.

Taking member feedback into account, staff have revamped their approach to meetings, which will now take place semi-annually (winter and summer) instead of quarterly. In addition to making the meetings more interactive with the instant-feedback software, Mentimeter, staff utilized their network to bring in high-profile speakers to present to the Coalition.

The speakers on January 8th were Amanda Nixon and Tony Dickey. Amanda specializes in first-responder stress first aid, and Tony is a police chaplain. The pair have been called on and deployed to assist first responders and victims alike in some of our nation's most high-profile disasters, including the Pulse Night Club Shooting (Orlando, FL), Surfside Condo Collapse (Miami, FL), and Robb Elementary School Shooting (Uvalde, TX). Most recently, the pair were called to the recovery site of the extreme flooding that took place in Kerr County, Texas on July 4th 2025 that claimed at least 120 lives, including 35 children.

### **Pulsara Patient Tracking Coordination**

Pulsara is a software platform that allows a robust patient tracking system from field to hospital. A system of this type has been in need for decades, and has finally begun to be available. The Apalachee region is one of the earliest adapters of this new technology.

The BBHCC is coordinating a Health & Medical group comprised of EMS, Public Health, and Hospital partners to exercise the full spectrum of patient tracking during the 2026 Tallahassee International Airport Full Scale Exercise. The goal is to utilize and test the system in a controlled Mass Casualty Incident scenario to reveal any gaps that warrant further training.

### **Training and Exercise**

The Big Bend Healthcare Coalition is primarily a preparedness organization and offers several training and exercise opportunities to its membership throughout the year.

Table 3: Big Bend Healthcare Coalition Training and Exercise Dates

In addition to the BBHCC-sponsored exercises and training, staff are also helping coordinate a 15-til-50 Mass Casualty Incident Training and Exercise at HCA Florida Capital Hospital led by the Florida Department of Health, as well as participating in the Tallahassee Airport Full-Scale exercise.

March (various)	Hazmat Shelter-in-place Train the Trainer	Training
April 7-8	Cybersecurity Response	Training
April 28	Hazmat Shelter-In-Place	Exercise
May 4-8	0-305: Type 3 All Hazards Incident Management	Training
May 2026	Medical Response and Surge	Exercise
June 2026	Workplace Safety	Training
TBD	Water Shortage	Exercise

### **Special Emergency Preparedness Projects**

FSU Resilient Infrastructure & Disaster Response (RIDER) Center Project

The FSU RIDER Center reached out to ARPC regarding collaboration on a National Science Foundation grant. This project aims to utilize Artificial Intelligence to predict increase in wildfire risks following hurricanes.

ARPC staff have worked to coordinate the needs of the RIDER staff – including for subject matter experts and specific data sets – to keep the project moving forward with the input of the proper people and information.



# ARPC COMMUNICATIONS

## COMMUNICATIONS PROGRAM Melissa Franklin

### COMMUNICATIONS SUPPORT

#### Transportation

- RRTP web updates
- TD web updates

#### Economic Development

- SS4A logo development

#### Emergency Planning

- BBHCC web updates
- LEPC web updates

#### Housing

- Assisted in document creation

#### Communications

- ARPC web updates
- ARPC Board Package
- ARPC Board Notes
- Monitored Grantswatch
- Redesign of Staff Business Cards
- Redesign of ARPC Letterhead
- 2024 2025 Annual Report
- RPC Communications Working Group
- Regional Contact Updates
- Social Media Graphics
- Revised ARPC Organizational Chart

### 2026 COMMUNICATIONS PROJECTS

- **12 month Awareness Campaign:** Campaign strategy & schedule complete. Remaining tasks:
  - Set up photo contest
  - Develop explainer videos
  - Develop project and community spotlights
  - Write Blogs & Op-eds
  - Develop Apalachee Passport
  - Develop Traveling Storyboard Exhibit
  - Launch campaign
- **Develop Apalachee Passport**
- **Complete the Media Relations Certificate Program**
- **Complete ARPC Communications Strategy**
- **Develop Community Engagement Toolkit**
- **Develop additional ARPC Info Brochures**
- **Finish ARPC Staff App**



*Celebrating the people,  
projects, & partnerships  
that make our  
Region stronger.*

APALACHEE REGIONAL  
PLANNING COUNCIL

Graphics for ARPC awareness campaign

## SMARTSTREETS

Campaign logo for SS4A



Revised ARPC letterhead & business cards



## **GROWTH MANAGEMENT PROGRAM**

### **Brianna Williams**

#### **STAFFING UPDATE**

Former Growth Management Planning Manager Justin Stiell has left the ARPC after one and a half years of service. He has returned to work for the Gadsden County Planning and Community Development Department and remains a close and knowledgeable partner in the field of growth management and land use planning. ARPC staff wish him all the best in his new position.

#### **CURRENT AND ONGOING CONTRACTS**

ARPC's Growth Management Program provides general planning services in collaboration with local government staff. These contracts include a broad range of activities as requested by the government partner, including development permit application review and final recommendation, preparation of public notice advertising material, and preparation of the agenda and minutes for meetings of the local planning agency. The following counties and municipalities have active general planning services contracts:

- City of Apalachicola
- Town of Havana
- City of Quincy
- Gadsden County
- Liberty County

In addition to general planning services, the Growth Management Program also provides specific services and contracts more narrow in scope. These contracts include but aren't limited to comprehensive plan map and text amendments, comprehensive plan updates, subdivision plat review and other one-time development review. The following municipalities have active comprehensive planning contracts:

- City of St. Marks

#### **POTENTIAL UPCOMING CONTRACTS**

ARPC staff are currently working with the following municipalities to draft one-time, fixed fee planning serviced contracts to support local government staff in the review and approval of large-scale developments:

- City of Monticello
- Town of Greensboro

ARPC's Growth Management Program is happy to support member local governments by developing contracts on a case-by-case basis to fit the needs of each county and municipality. For more information and to inquire about one-time and/or continuing services contracts, please reach out to Brianna Williams at [BWilliams@arpc.org](mailto:BWilliams@arpc.org).

## 2026 LEGISLATIVE SESSION OVERVIEW

The regular session of the Florida Legislature officially began on January 13, 2026. Several bills address ongoing issues and areas of interest in growth management and land use planning which may impact local governments across the Region.

- **Senate Bill 840** aims to address some of the problems created by the 2025 session's Senate Bill 180. ARPC's comprehensive planning contract with the City of St. Marks was delayed by Senate Bill 180, and staff look forward to resuming comprehensive planning services across the Region this year.
- **Senate Bill 48/House Bill 313** requires local governments to allow accessory dwelling units (ADUs) in any zoning district where single-family residential is a permitted use. This bill also proposes several additional preemptions, such as prohibiting local governments from increasing parking requirements or requiring that the property owner reside in the primary dwelling unit.
- **Senate Bill 208/House Bill 399** proposes several changes to local land development regulations and permit review and processing fees, including requiring fees to reflect the actual cost of service. The bill would also require that infill residential development on parcels less than 100 acres in area be approved administratively by local government staff without a public hearing, among other things.

ARPC staff will continue to monitor these and other bills of interest over the course of the 2026 legislative session to best support our member counties and municipalities.





# EXECUTIVE COMMITTEE MEETING - 12.11.2025

## 12.11.2025 ARPC Executive Committee Meeting Called to order at 10:04am

### Welcome and Introductions

- Chair Jones called the meeting to order at 10:04am.
- Introductions

### ARPC Executive Members in Attendance

Commissioner Ricky Jones	Monica Pitts
Commissioner Messersmith	Juliette Kearce
Commissioner Porter	Kwentin Eastberg
Commissioner Minor	Melissa Franklin
ARPC Staff in Attendance	Josh Pasqualone – ARPC Legal Counsel
Chris Rietow	

### Others in Attendance

Cheryl Hannafin, CPA

### FY 2024-25 Financial Reserves Discussion

Executive Director Rietow began the discussion by stating that based on a recently adopted ARPC Reserves policy, the Executive Committee must now give approval before utilizing reserve funds. Things have changed since the last meeting though, and it may make sense to replace the policy. Primarily, the switch from a cash accounting system to an accrual accounting system necessitated the change. After careful consideration and consultation with its CPA, reserve funds have been moved into the operating account to create more of a buffer for operational expenses. In addition, the money generates more interest when combined into one account and less account fees.

Cheryl Hannafin, CPA, has been guiding ARPC through a review and restructuring of ARPC Finance processes and procedures, based on best practices recommended by the Government Finance Officers Association (GFOA). Regarding Reserve Funds, GFOA recommends a total of two months' operating expenses, equating to about 16% of the total annual budget. Additionally, GFOA recommends monitoring the organization's budget versus actual schedule, rather than monitoring the cash balance specifically. Essentially, control would oversee spending what has been authorized.

ARPC's current financial standings show a healthy reserve balance, coupled with a cash flow challenge. As many of ARPC's contracts are reimbursement based, ARPC is often fronting the costs of these contracts until reimbursement. The end of the year net income totals \$372,000, and the estimated reserve fund percentage for the year comes in at 14%. This leaves ARPC approximately \$81,000 short of the target reserve fund goal.

Commissioner Jones proposed the possibility of utilizing a portion of the Franklin County RLF funds to cover the shortfall in the reserve fund. The MOU will be reviewed in regard to this matter.

Staff recommended rescinding the reserve policy previously adopted and asking staff to draft a new policy based on the guidelines discussed here today.

*Commissioner Messersmith motioned to rescind the previous reserves policy and ask staff to develop a new one for Board review at the next Executive Committee meeting. Commissioner Minor seconded. Motion passed unanimously.*

**Personnel Manual Update**

Updates have been made to the Personnel manual regarding the Family Medical Leave Act. In addition, to better position ARPC for federal grants, the Personnel Manual has been adjusted to reflect the necessary policies for federal grants. One example is E-verification for all new employees.

*Commissioner Messersmith motioned to approve the changes to the Personnel Manual. Commissioner Minor seconded the motion. Motion passed unanimously.*

**RLF Recipient Disclosure Information**

Following our last Board Meeting, ARPC's Executive Director received an email from one of our partners, expressing concern over the information reflected in the Board Package regarding RLF recipients, specifically the default list. Our RLF manager has reminded the Executive Director that ARPC only publicly lists a business on the default list once they have completely cut off communications. From a legal standpoint, our Legal Counsel maintains that we are not in violation. *Given that these are public dollars that have been defaulted on, all efforts are made to conceal personal information, and all efforts to recoup have been exhausted, the Board feels comfortable with ARPC's current procedures concerning the RLF default list being presented in the Board Package.*

**Executive Director Contract Review**

The original contract was issued to the current Executive Director in 2014. During some recent housekeeping, it was discovered that the Executive Committee is meant to review the Executive Director contract annually, which has never been done. An original version and an updated version have been provided for review.

*Commissioner Messersmith motioned to approve the Executive Director's contract revisions and renewal. Commissioner Minor seconded the motion. Motion passed unanimously.*

**Update on Green Reef RLF Approval**

Legal Counsel is still going through the various approvals for this piece of property. It was discovered that a land mitigation action was required. The parent company has been contacted to confirm the mitigation and then the loan can move forward. *Legal Counsel advises that the loan should be closed and funds dispersed by the end of the year (2025).*

Next Full Council meeting will be February 5th. That is typically our annual meeting, and there will not be Officer Elections this year. Adjourned at 11:05am

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON FEBRUARY 5TH, 2026.

SIGNED:

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Ricky Jones  
Chair

ATTEST:

---

Chris Rietow  
Executive Director

**01.13.2026 ARPC Executive Committee Meeting   Called to order at 4:30pm**

**Call to Order and General Business**

- Commissioner Ricky Jones called the meeting to order at 4:30pm.
- Quorum confirmed.
- Pledge

**ARPC Board Members in Attendance**

Commissioner Jones  
Commissioner Messersmith  
Commissioner Jones  
Commissioner Minor  
Commissioner Porter

**ARPC Staff in Attendance**

Chris Rietow  
Matt Vossler  
Juliette Kearce  
Melissa Franklin  
Joshua Pasqualone

**Others in Attendance**

Chris Langston  
Anthony Bajoczky

Commissioner Jones asked for staff and legal counsel to provide an update on the Green Reef RLF application status. Staff and legal counsel provided the latest updates, and the Board requested that legal counsel continue to work with the applicant in securing further documentation and finalizing the loan. Board requested for legal counsel to remain in communications with them regarding the Green Reef loan application.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL  
MEETING IN REGULAR SESSION ON FEBRUARY 5TH, 2026.

SIGNED:

ATTEST:

---

Ricky Jones  
Chair

---

Chris Rietow  
Executive Director



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Emerald Coast • North Central Florida • Northeast Florida  
South Florida • Southwest Florida • Tampa Bay • Treasure Coast

## MONTHLY ACTIVITY REPORT: November 2025

### ASSOCIATION MANAGEMENT

- Monthly meeting with FRCA's Bookkeeper to review Year-End Financial Report and FY25-26 budget
- Prepared agenda and coordinated FRCA's November Executive Committee Meeting with FRCA's Bookkeeper to review Year-End Financial Report
- Worked with FRCA's CPA and Bookkeeper to begin FY24-25 Audit
- Finalized contracts for FRCA Winter Policy Board Meeting, January 29<sup>th</sup> and 30<sup>th</sup> in Tallahassee and draft agenda for EDAC approval in December
- Prepared invitation and documentation for new Southwest Florida RPC Policy Board members
- Reviewed materials developed for the 2025 Legislative Session and preparing for the upcoming 2026 Legislative Session.
- Met with FRCA-RPC Communications Workgroup and created new Google Drive for shared information and resources
- Coordinated information for FRCA's upcoming presentations and reports
- Updated RPC Directory and information for the EDAC
- Worked on FRCA's website

### RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Coordinated and hosted November FRCA Partners Meeting with the Florida Chamber of Commerce Foundation to discuss Blueprint 2030 and FRCA's goals
- Prepared report for the Florida Chamber of Commerce Foundation's Blueprint 2030 Halftime Report
- Worked on the presentation for the Florida Chamber of Commerce Foundation virtual 2026 Florida Economic Outlook & Jobs Solution Summit, January 29<sup>th</sup>, 1pm-4pm.
- Worked on FRCA's presentation for the Economic Development Administration's 2025 Disaster Supplemental Roundtable, in Tallahassee at the Florida State Capitol, 22<sup>nd</sup> Floor on December 10<sup>th</sup>, 2025, at 1:00pm



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Emerald Coast • North Central Florida • Northeast Florida  
South Florida • Southwest Florida • Tampa Bay • Treasure Coast

## MONTHLY ACTIVITY REPORT: December 2025

### ASSOCIATION MANAGEMENT

- Monthly meeting with FRCA's Bookkeeper and EDAC Treasurer to review October Financial Report
- Prepared agenda and coordinated FRCA's December EDAC Meeting
- Prepared draft agenda for FRCA Winter Policy Board Meeting, January 29<sup>th</sup> and 30<sup>th</sup> in Tallahassee for EDAC approval; Worked with hotel, vendors and speakers for the Policy Board meeting.
- Attended Southwest Florida RPC December Board meeting to review roles and responsibilities of FRCA Policy Board members
- Worked with EDAC to draft 2026 Legislative Priorities for approval by the Policy Board and discussed potential legislative issues with FRCA's Legislative Consultants
- Met with FRCA-RPC LEPC Workgroup to review new HMEP Contract
- Met with FRCA-RPC Communications Workgroup to plan for 2026 meetings and discuss content for FRCA's Annual Report
- Requested information from each Council and drafted content for FRCA's Annual Report; worked with Graphic Designer to refresh the Annual Report's layout and style
- Coordinated information for FRCA's upcoming presentations and reports

### RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Attended US Department of Commerce, Economic Development Administration's 2025 Disaster Supplemental Roundtable, in Tallahassee at the Florida State Capitol, 22<sup>nd</sup> Floor on December 10<sup>th</sup>, 2025 and technical session with potential applicants
- Prepared and recorded presentation for the Florida Chamber of Commerce Foundation [virtual 2026 Florida Economic Outlook & Jobs Solution Summit](#), January 29<sup>th</sup>, 1pm-4pm, with Tom Lanahan, Executive Director Treasure Coast RPC and EDAC Chair.
  - Participating in the Chamber's Summit provides an exciting opportunity to share how Regional Planning Councils work with members and partners to promote economic growth with a statewide audience.



### Florida Economic Outlook & Jobs Solution Summit

To register for the Summit and view the full agenda, visit [FLChamber.com/events](https://FLChamber.com/events) and use promo code [EOJSpeak26](#) to receive a special rate for individual registration.



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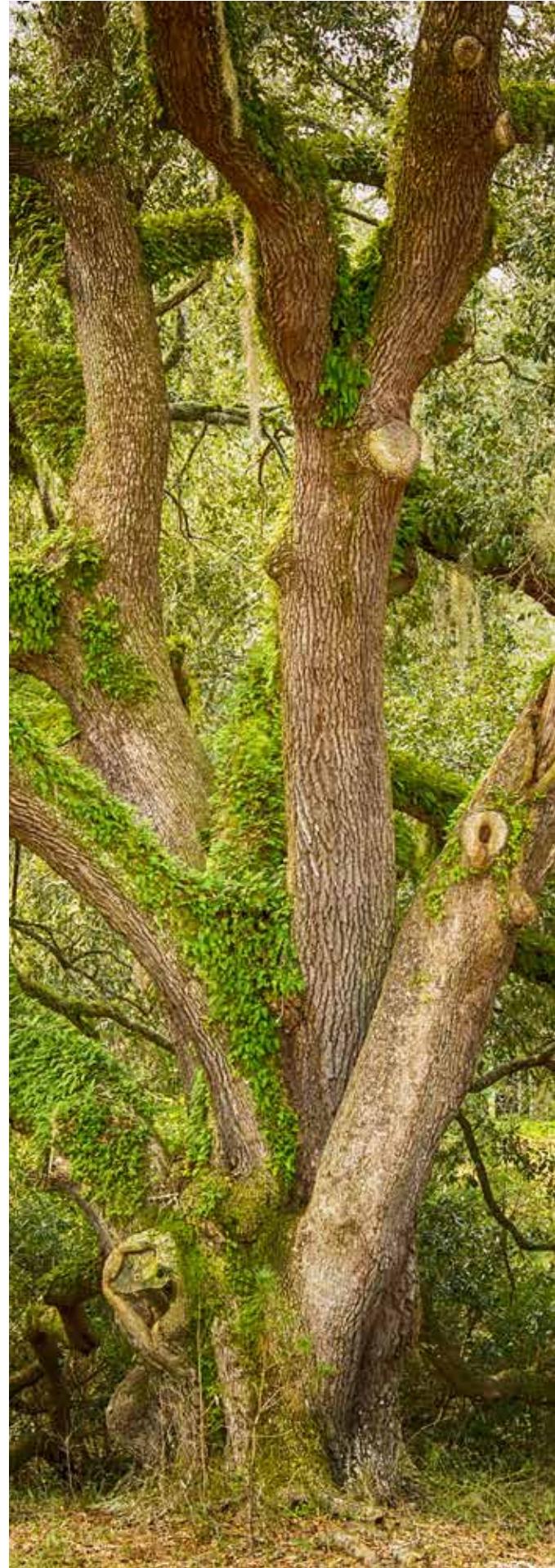
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**ARPC Mission:** To serve our member local governments by providing technical assistance & planning expertise in a variety of disciplines.

**ARPC Vision:** Leading our communities toward a vibrant future by leveraging expertise to deliver innovative solutions that guide growth, development, and resilience.



# HOW CAN WE HELP?

ARPC proudly serves as a dedicated catalyst for responsible growth and development in the Apalachee Region of Florida. Our dedicated staff work closely with local governments, community organizations, and stakeholders on a variety of issues, developing innovative solutions from a regional perspective.



**Fully committed to collaboration and community engagement, ARPC is better able to position our member governments, creating access and leverage for funding. Our dedicated team works tirelessly to address the unique challenges and opportunities that shape the landscape of our communities.**



**ECONOMIC  
DEVELOPMENT**

**ENVIRONMENTAL  
PLANNING**

**GEOSPATIAL  
PLANNING**

**TRANSPORTATION  
PLANNING**

**EMERGENCY  
PLANNING**

**HOUSING**

**GROWTH  
MANAGEMENT**

**COMMUNITY  
ENGAGEMENT**