



APALACHEE REGIONAL PLANNING COUNCIL LOCAL PARTNERSHIPS REGIONAL IMPACT

**FULL COUNCIL BOARD MEETING
345th Public Meeting
Thursday, March 26th, 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

Commissioner, 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 – MARCH 26TH, 2026
10:00 AM EST / 9:00 AM CT
[Click here to join the meeting.](#)**

Meeting ID: 244 482 133 443 44

Passcode: 9ap9k5gE

1. Call to Order, Pledge of Allegiance, and Introductions
2. **Approval of Agenda** **3**
3. **Approval of Minutes – February 5th, 2026 Board Meeting** **4**
4. Small Business Development Center (SBDC) Presentation
– Tangela Lofton, Regional Director, Florida SBDC at FAMU
5. ARPC Economic Impact Dashboard – Divina Lade, Geospatial,
Environmental, & Resilience Director
6. Executive Director’s Report – ARPC Chris Rietow, Executive Director 6
 - A. **Financial Report** **7**
 - B. Staff Program Reports
 1. Economic & Community Development 23
 2. **Transportation Planning** **29**
 3. Geospatial, Environmental, & Resilience 31
 4. Emergency Management 34
 5. Communications 37
 6. Growth Management 38
 - C. Executive Committee Update
7. Board Member Reports / Local & Regional Issues Discussion
8. Ex-Officio Member Updates
9. Public Comment
10. Adjournment

Next ARPC Board Meeting – May 28th , 2026

**APALACHEE REGIONAL PLANNING COUNCIL
FULL COUNCIL BOARD MEETING
THURSDAY – FEBRUARY 5TH, 2026
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	Commissioner, City of Gretna
Darryl O,Bryan	Calhoun County Commissioner
John Jones	Mayor, City of Monticello
Jack Porter	Commissioner, City of Tallahassee
Rick Minor	Leon County Commissioner
Kim Applewhite	Council Member, Town of Grand Ridge
Quincee Messersmith	Wakulla County Commissioner
Mary Katherine Westmark	Council Member, City of Sopchoppy
Lisa Miller	Governor’s Appointee

Ex-Officio Members in Attendance

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

ARPC Staff in Attendance

Kwentin Eastberg – Deputy Director
Juliette Kearce – Finance Director
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 Director
Stacy Slavichak – Economic Development Planner
Matthew Vossler – RLF Manager
Lydia Johnson – Environmental Planner
Hilary Carrasco – Housing Coordinator
Rick McCraw – Senior Planner
Austin Britt – Transportation Planner
Melissa Franklin – Communications Director
Brianna Williams – Growth Management & Land Use Planner
Destiny Bates – Environmental Project Manager
Brian Branciforte – Environmental Planning Manager
Divina Lade – Geospatial, Environmental, & Resilience Director
Jordann Wilhelm – Interim ARPC Legal Counsel

Others in Attendance

Josh Pasqualone
LaShaun Mitchell – Gadsden Grants Coordinator
Noel Munson – SBDC
Hope Childree – WEI
Tommy Pritchard – Representative of Neal Dunn’s Office
Jennifer Paredes – FWC
Dan Paasch – Representative of Senator Moody’s Office
Chris Langston – Green Reef



Approval of Agenda

*Commissioner Minor moved to approve agenda as presented.
Commissioner Porter seconded the motion. Motion approved unanimously.*

Approval of Board Minutes

Mayor John Jones moved to approve the October 2025 Board Meeting Minutes. Commissioner Evelyn Goldwire seconded the motion. Motion approved unanimously.

ARPC Program Overviews

ARPC staff provided an overview of the numerous programs and services provided by ARPC.

ARPC 2024-2025 Annual Report

Melissa Franklin provided a brief overview of the ARPC 2024-2025 Annual Report.

Executive Director Report

Financial Reports

*Council Member Applewhite moved to approve the ARPC Financial Summary. Commissioner Goldwire seconded the motion. Motion approved unanimously.
***Commissioner Minor requested staff provide additional data in future Financial Reports that details the previous year’s cash flow schedule.*

Staff Program Reports

FRCA Policy Board update (FRCA Officers - Commissioner Porter, Commissioner Minor, and Governor’s Appointee Miller): Regional Councils come together twice annually to discuss big picture issues and legislative issues. It does not appear that the Rural Renaissance bill will pass; there is still a chance parts of the bill will pass.

Executive Committee Meetings Summary – December 11th

The Executive Committee covered several housekeeping issues:

- Rescinded the Reserves Policy and requested staff to develop a new one.
- January 13 & 28: Updates on Green Reef RLF.
- January 28: Board decision to terminate the contract with Josh Pasqualone as ARPC Legal Counsel.

Governor’s Appointee Lisa Miller moved to approve Executive Committee actions. Mayor John Jones seconded the motion. Motion approved unanimously.

Next Board Meeting on March 26th, 2025.
Meeting adjourned at 11:17am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON MARCH 26TH, 2026.

SIGNED:

ATTEST:

Ricky Jones
Chair

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:
 - Financial Summary through February 2026

- 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. Executive Committee Update: Staff will provide a summary of Executive Committee actions from the February 26, 2026 meeting.

ACTIONS NEEDED

- **Motion to approve the Financial Summary through February 2026.**
- **Motion to ratify actions of the Executive Committee from the February 26, 2026 meeting.**
- **Motion to approve Resolution 26-03**



Board Financial Report – FY 2026 YTD with FY 2025

Apalachee Regional Planning Council

October, 2025-February, 2026

Distribution account	TOTAL	
	Oct 1 2025 - Feb 28 2026	Oct 1 2024 - Feb 28 2025 (PY)
Income		
01-341.100 General - County Dues	124,269.46	98,239.10
Investment income		
01-361.100 Interest Gen (Sweep)	987.05	7,617.53
02-361.100 Interest & Earnings RLF (Borrower)	25,777.08	29,950.82
02-361.105 Fees RLF (Borrower)	868.75	407.50
02-361.110 Interest RLF (Sweep)	12,199.01	13,313.40
Total for Investment income	\$39,831.89	\$51,289.25
Other		
01-366.100 NFWF Emerg Coastal Resilience Fund (BP Oil Spill)	595,207.70	
01-369.300 Admin Misc.		
01-349.800 Admin Service Fees	998.35	4,009.97
01-369.900 Misc. Revenue		173.25
Total for 01-369.300 Admin Misc.	\$998.35	\$4,183.22
02-369.200 Clearing account	0.00	
02-369.300 Admin Misc		
02-349.800 RLF Admin Service Fees		12,500.00
Total for 02-369.300 Admin Misc		\$12,500.00
Total for Other	\$596,206.05	\$16,683.22
Pass-thru		
01-300.300 FRCA (Staffing)	25,020.74	35,628.12
Total for Pass-thru	\$25,020.74	\$35,628.12
Program Funding		

Distribution account	TOTAL	
	Oct 1 2025 - Feb 28 2026	Oct 1 2024 - Feb 28 2025 (PY)
Federal		
01-331.200 Federal Grants - Public Safety		
01-331.211 Hospital Prep Prog (New BBHCC Agreement) (CFDA 93.889)	91,037.00	91,086.50
01-331.212 HMEP (CFDA 20.703)	2,925.00	2,170.40
01-331.250 RISK (CFDA 14.228)		12,500.00
01-331.251 SHELTER (CFDA 14.231)		6,111.11
Total for 01-331.200 Federal Grants - Public Safety	\$93,962.00	\$111,868.01
01-331.400 Federal Grants - Transportation		
01-331.410 SS4A	4,619.29	
Total for 01-331.400 Federal Grants - Transportation	\$4,619.29	
01-331.500 Federal Grants - Economic Environment		
01-331.510 CEDS (CFDA 11.302)		22,750.00
Total for 01-331.500 Federal Grants - Economic Environment		\$22,750.00
01-331.600 Federal Grants - Human Svcs		
01-331.690 COC HUD (CFDA 14.267)		189,480.57
Total for 01-331.600 Federal Grants - Human Svcs		\$189,480.57
Total for Federal	\$98,581.29	\$324,098.58
Local		
01-337.100 Local Grants - General		
01-337.160 Town of Havana GM	1,246.25	2,317.05
01-337.161 Franklin GIS	5,250.00	3,750.00
01-337.162 Calhoun GIS	1,662.50	625.00

Distribution account	TOTAL	
	Oct 1 2025 - Feb 28 2026	Oct 1 2024 - Feb 28 2025 (PY)
01-337.163 Gadsden GIS	5,000.00	3,750.00
01-337.166 Wakulla LMS Update	19,403.91	
01-337.182 St. Marks Comp Plan	580.92	
01-337.185 Gadsden GM	18,750.00	
01-337.188 Liberty GM	7,237.50	9,024.40
01-337.189 Apalachicola GM	8,565.62	
01-337.186 Franklin GM		20,000.00
Total for 01-337.100 Local Grants - General	\$67,696.70	\$39,466.45
01-337.400 Local Grants - Transportation		
01-337.430 RRTP- D3	14,000.00	35,000.00
Total for 01-337.400 Local Grants - Transportation	\$14,000.00	\$35,000.00
01-337.500 Local Grants - Economic Environment		
01-337.530 Calhoun SHIP Revenue	8,750.00	8,750.00
01-337.560 Jackson SHIP	6,683.00	7,674.36
01-337.570 Gulf SHIP	8,000.00	
01-337.580 Franklin SHIP	0.00	
01-337.550 Jackson HHRP #2		72,150.00
Total for 01-337.500 Local Grants - Economic Environment	\$23,433.00	\$88,574.36
01-337.200 Local Grants - Public Safety		
01-337.210 Hurricane Milton Assistance		25,200.00
01-337.220 Cyber		42,000.00
Total for 01-337.200 Local Grants - Public Safety		\$67,200.00
Total for Local	\$105,129.70	\$230,240.81
State		
01-334.200 State Grants - Public		

Distribution account	TOTAL	
	Oct 1 2025 - Feb 28 2026	Oct 1 2024 - Feb 28 2025 (PY)
Safety		
01-334.210 Local Emergency Planning Committee (CFDA 31.067)	20,250.00	20,250.00
01-334.220 Hazard Analyses (CFDA 31.067)	7,817.74	3,969.02
Total for 01-334.200 State Grants - Public Safety	\$28,067.74	\$24,219.02
01-334.400 State Grants - Transportation		
01-334.410 CTD (CFDA 55.002)	41,065.84	37,205.68
01-334.420 RideOn (CFDA 55.007)	31,492.53	68,216.86
Total for 01-334.400 State Grants - Transportation	\$72,558.37	\$105,422.54
Total for State	\$100,626.11	\$129,641.56
Total for Program Funding	\$304,337.10	\$683,980.95
Total for Income	\$1,089,665.24	\$885,820.64
Gross Profit	\$1,089,665.24	\$885,820.64
Expenses		
10 Personnel Services	\$842,675.07	\$904,188.29
30 Operating Expenditure		
31 Professional Services	\$53,381.39	\$16,424.89
32 Accounting And Auditing	\$6,962.17	\$3,845.25
34 Other Contractual Services	\$532,474.49	\$306,472.50
40 Travel And Per Diem	\$21,982.97	\$29,520.84
41 Communication	\$9,425.33	\$5,815.55
42 Freight & Postage Services	\$635.95	\$120.76
43 Utility Services	\$2,733.00	\$1,907.72
44 Rentals And Leases	\$53,950.53	\$42,160.12
45 Insurance	\$9,336.34	\$20,185.00
46 Repair And Maintenance	\$252.63	

Distribution account	TOTAL	
	Oct 1 2025 - Feb 28 2026	Oct 1 2024 - Feb 28 2025 (PY)
Services		
48 Promotional Activities	\$2,170.03	\$2,890.02
49 Other Misc	\$7,931.11	\$21,155.44
52 Operating Supplies	\$5,276.63	\$13,114.98
54 Books, Publications, Subscriptions, And Memberships	\$60,194.69	\$30,580.41
55 Training	\$1,719.50	\$1,184.00
60 Capital Outlay	\$4,055.88	\$3,327.98
Total for 30 Operating Expenditure	\$772,482.64	\$498,705.46
367 Licenses	\$3,943.50	\$3,795.09
70 Pass Through	\$91,037.00	\$281,007.17
Total for Expenses	\$1,710,138.21	\$1,687,696.01
Net Operating Income	-\$620,472.97	-\$801,875.37
Net Other Income		
Net Income	-\$620,472.97	-\$801,875.37

Note

FY 2025 figures are preliminary and subject to adjustment upon completion of the audit.

A/R Aging Summary Report
 Apalachee Regional Planning Council
 As of February 28, 2026

Customer	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total
02 - RLF Fund						
Due from General Fund					266,556.00	266,556.00
Office of Economic Vitality- OEV (c)			12,500.00		0.00	12,500.00
RLF (Revolving Loans)						
---Cares---	246,000.00	-27.87			383,528.69	\$629,500.82
---Legacy---					178,710.35	\$178,710.35
---Revive---					564,758.93	\$564,758.93
Total for RLF (Revolving Loans)	246,000.00	-27.87			1,126,997.97	\$1,372,970.10
Total for 02 - RLF Fund	246,000.00	12,472.13			1,393,553.97	\$1,652,026.10
Apalachee Regional Planning Council (c)						
ARPC Admin					750.00	750.00
ARPC Admin- RLF Legacy					-267,935.70	-267,935.70
ARPC County Dues	32,211.92		25,067.16			57,279.08
Total for Apalachee Regional Planning Council (c)	32,211.92		25,067.16		-182,184.67	-\$124,905.59
Calhoun County Board of Commissioners (c)						
Calhoun GIS	1,662.50					1,662.50
Calhoun HHRP Ext #1					36,416.00	36,416.00
Total for Calhoun County Board of Commissioners (c)	1,662.50				36,416.00	\$38,078.50
City of Apalachicola (c)						
Apalachicola GM	8,565.62					8,565.62
Total for City of Apalachicola (c)	8,565.62					\$8,565.62
City of St. Marks (c)						
St. Marks Comp Plan	580.92			8,564.81		9,145.73

Customer	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total
St. Marks GW			5,466.77			5,466.77
Total for City of St. Marks (c)	580.92		5,466.77	8,564.81		\$14,612.50
Florida Department of Transportation (c)						
FDOT-RideOn	31,492.53					31,492.53
Total for Florida Department of Transportation (c)	31,492.53					\$31,492.53
Florida Division of Emergency Management (c)						
HMEP		2,925.00				2,925.00
Total for Florida Division of Emergency Management (c)		2,925.00				\$2,925.00
Florida Regional Councils Association	6,629.84					6,629.84
Gulf County Board of Commissioners (c)						
Gulf SHIP	4,000.00					4,000.00
Total for Gulf County Board of Commissioners (c)	4,000.00					\$4,000.00
Jackson County Board of Commissioners (c)						
Jackson SHIP	6,683.00					6,683.00
Total for Jackson County Board of Commissioners (c)	6,683.00					\$6,683.00
National Fish and Wildlife Foundation (c)						
Franklin 98 - GEBF	595,207.70			449,843.86	1,045,051.56	
Total for National Fish and Wildlife Foundation (c)	595,207.70			449,843.86	\$1,045,051.56	
U.S. Department of Transportation						
SS4A		4,619.29				4,619.29
Total for U.S. Department of Transportation		4,619.29				\$4,619.29
TOTAL	654,822.11	285,756.21	17,938.90	33,631.97	1,697,629.16	\$2,689,778.35



APALACHEE REGIONAL PLANNING COUNCIL

COMPREHENSIVE FUND BALANCE POLICY

Subject/Program:	Comprehensive Fund Balance Policy
Effective Date:	[DATE]
Supersedes Policy #:	Reserves Policy (Effective July 7, 2025)
Number of Pages:	7
Approved By:	ARPC Executive Committee
Approved Date:	[DATE]

I. PURPOSE

The Apalachee Regional Planning Council (ARPC) maintains a stable financial base by keeping an adequate General Fund balance. This policy establishes clear guidelines for appropriate reserve levels, sets procedures for regular oversight, and outlines steps for replenishing reserves when necessary. Given ARPC's reliance on grants that may experience delays, these standards ensure consistent financial management and organizational stability.

II. SCOPE

This policy applies to ARPC's General Fund and establishes the target level of unassigned fund balance to be maintained. It does not apply to restricted, committed, or assigned fund balances, which are governed by their respective funding sources, Board designations, or legal requirements. This policy complements ARPC's financial procedures, and other fiscal management practices.

III. RESPONSIBILITIES

A. Board of Directors

The Board is responsible for:

- Adopting and amending this policy
- Establishing the reserve target range
- Approving the annual budget and any budget amendments
- Monitoring financial performance through budget-to-actual reporting
- Approving replenishment plans when reserves fall below the threshold
- Authorizing strategic deployment of reserves above the maximum threshold

B. Management

Management is responsible for:

- Preparing the annual reserve assessment following completion of the audit
- Calculating the budget target reserve during annual budget development

- Developing replenishment plans when triggered
- Recommending strategic uses of excess reserves to the Board

IV. GASB-54 FUND BALANCE CLASSIFICATIONS

GASB-54 requires governmental entities to classify fund balances based on the nature and extent of constraints placed on resources. The five classifications, presented from most constrained to least constrained, are:

A. Non-spendable Fund Balance

Amounts that are (a) not in a spendable form, such as prepaid items, inventories, or long-term receivables, or (b) legally or contractually required to be maintained intact.

B. Restricted Fund Balance

Amounts that can be spent only for specific purposes stipulated by external parties—whether by law, regulation, or by the grantors, creditors, or contributors who provided those resources.

C. Committed Fund Balance

Self-imposed limitations established by formal action of the ARPC Council (by resolution or motion) prior to the end of the fiscal period. These amounts can be used only for the specific purposes determined by the Council, which is ARPC's highest level of decision-making authority. The same level of formal action is required to remove or modify the constraint. The exact dollar amount may be determined in a subsequent period, provided the formal action occurred prior to fiscal year-end.

Examples of reasons fund balance would be committed:

- Emergency or disaster response funding, given ARPC's role in regional emergency preparedness across the Gulf Coast / Apalachee region
- Florida Division of Retirement Pension Liability, should all or portions of said liability become due at a future date
- Major capital expenditures or facility improvements necessary to sustain Council operations
- Grant match accumulation for anticipated federal or state programs requiring local matching funds

D. Assigned Fund Balance

Amounts subject to a purpose constraint representing an intended use established by the Council or by a designated official. Formal Council action is not required to impose, remove, or modify an assignment.

The Executive Director shall have the authority to assign fund balance based on the Council's communicated intentions for the use of resources.

Examples of assigned funds:

- Accrued employee leave compensation and related liabilities

- Amounts designated to cover projected budget shortfalls in a subsequent fiscal year
- Pass-through grant obligations and outstanding contractual commitments
- Planned equipment replacements or office improvements

E. Unassigned Fund Balance

The residual classification of fund balance, representing all spendable amounts not contained within the other classifications of the General Fund. This is the most liquid component of fund balance available for general appropriation.

V. DEFINITIONS

1. General Fund

The primary operating fund of ARPC, used to account for all financial resources except those required to be accounted for in another fund. The General Fund supports ARPC's core mission and day-to-day operations.

2. Operating Expenditures

All General Fund expenditures incurred in the normal course of operations, including personnel costs, contractual services, materials and supplies, and other routine costs necessary to carry out ARPC's mission. Operating expenditures exclude extraordinary, non-recurring items as defined below.

3. Extraordinary, Non-Recurring Items

For purposes of calculating operating expenditures under Section VII, extraordinary non-recurring items are expenses that meet all of the following criteria:

- Unusual in nature (not reasonably expected to recur in the ordinary course of operations)
- Infrequent in occurrence (not reasonably expected to occur regularly)
- Material in amount (exceeding 2% of total General Fund operating expenditures)

VI. POLICY STATEMENT

ARPC maintains a target unassigned General Fund balance between **16% and 33%** of annual General Fund operating expenditures. This range is designed to:

- Provide sufficient capacity to manage revenue timing delays and unforeseen events; and
- Maintain an appropriate balance between financial stability and mission deployment.

Compliance with this range is measured using the methodology defined in Section VII and administered in accordance with Section VIII.

VII. RESERVE CALCULATIONS

Two calculations support this policy, one assesses ARPC's position after each fiscal year, the other informs budget preparation.

A. Annual Assessment (After Audit Completion)

Once the annual audit is complete, the reserve percentage shall be calculated as follows:

$$\text{Reserve Percentage} = \frac{\text{Unassigned General Fund Balance at Fiscal Year End}}{\text{Annual General Fund Operating Expenditures (Excluding Capital and One-Time Items)}}$$

Data Source: Audited financial statements for the completed fiscal year

Adjustments: Exclude extraordinary, non-recurring items from operating expenditures as defined in Section V

Timing: Performed following completion of the annual audit

Result Interpretation:

- **Below 12.5%:** Triggers replenishment plan requirement (Section VIII.A)
- **12.5–16%:** Below policy minimum; monitor closely
- **16–33%:** Policy compliance achieved
- **Above 33%:** Reserves available for strategic deployment per Board discretion (Section VIII.B)

B. Budget Target (During Budget Adoption)

When preparing the upcoming fiscal year's budget, the target reserve shall be calculated as follows:

$$\text{Target Reserve} = 16\% \times \text{Budgeted General Fund Operating Expenditures}$$

Beginning Balance: The most recently audited unassigned fund balance

Note: Final compliance is measured against actual expenditures after audit (Section VII.A).

The target reserve calculated under this section shall be incorporated into the annual budget development process as outlined in Section III.B.

VIII. RESERVE REQUIREMENTS

IX. Replenishment Plan Requirements

When reserves fall below 12.5% of operating expenditures (approximately 1.5 months of operating expenditures), a formal written replenishment plan shall be developed and presented to the Board.

The plan shall target restoration of reserves to the policy minimum within one to three years, consistent with Government Finance Officers Association (GFOA) best practices.

Implementation Timing:

The replenishment plan shall be implemented through the annual budget process, beginning with the fiscal year immediately following completion of the audit that identified the reserve deficiency.

Required Plan Components:

1. **Root Cause Analysis** – Identification of factors that caused reserves to fall below the threshold
2. **Restoration Strategy** – Specific revenue enhancements, expenditure adjustments, or combination thereof proposed to rebuild reserves
3. **Annual Targets** – Incremental reserve restoration goals for each fiscal year within the plan period
4. **Timeline** – Projected timeframe for achieving full restoration to the 16% policy minimum

B. Strategic Deployment of Excess Reserves

When reserves exceed 33% of operating expenditures, ARPC has achieved a financial position that balances preparedness with opportunity cost.

Reserves above the maximum threshold represent funds that could be deployed toward mission advancement, member benefit, or strategic capacity building.

The Board may authorize use of reserves above 33% for one-time, non-recurring purposes such as:

- Mission-critical initiatives that do not create ongoing operating costs
- Technology or infrastructure investments
- Enhanced member services or pilot programs
- Capital improvements or equipment acquisition

C. SPENDING ORDER OF FUND BALANCES

When both restricted and unrestricted fund balance is available for an expenditure, ARPC intends to spend restricted amounts first, unless legal documents, contracts, or grant agreements require dollar-for-dollar spending or otherwise prohibit this approach.

When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, ARPC will apply resources in the following order:

1. **Committed** fund balance
2. **Assigned** fund balance
3. **Unassigned** fund balance

X. REPORTING AND MONITORING

Budget-to-actual reporting, based on accrual accounting, serves as the primary tool for monitoring financial outcomes and is consistently presented to the Executive Committee. Daily cash management follows the approved budget and does not in itself result in change or alteration to the fund balance.

APPENDIX A

LINE OF CREDIT AUTHORIZATION

This appendix provides operational guidance related to liquidity management, which complements but is distinct from fund balance reserve requirements.

Line of Credit Authorization

Accessing (drawing on) the line of credit requires pre-approval by the Executive Committee. In emergency circumstances, the Executive Committee Chair may authorize access to the line of credit. Any such action shall be ratified by the Executive Committee at its next meeting.

Relationship to Fund Balance

Use of the line of credit does not constitute a drawdown of fund balance reserves. The line of credit is a short-term borrowing tool to manage temporary cash flow needs and must be repaid within the fiscal year. Maintaining adequate fund balance reserves as outlined in this policy reduces reliance on the line of credit.

Approved Date: _____

Chairman: _____

Executive Director: _____



RESOLUTION NO. 2026 – 03

WHEREAS, in January 2023, Florida Department of Transportation (FDOT) District Three executed a contract with Apalachee Regional Planning Council (ARPC) to produce the Apalachee Regional Rural Transportation Plan (RRTP) covering the region of Calhoun, Franklin, Gulf, Jackson, and Liberty counties; and

WHEREAS, the RRTP was adopted in January 2025 and identifies the short- and long-term transportation needs in the Region and displays them on a map, as well as provides other information such as an overview of the planning process; an explanation of the Emphasis Areas of safety, system connectivity, resilience, and ACES vehicles (automated, connected, electric, and shared use); existing conditions and trends; and funding opportunities to implement the projects; and

WHEREAS, the ARPC is asked by FDOT District Three to provide minor annual updates and a comprehensive update every 3-5 years to the RRTP; and

WHEREAS, the RRTP's Technical Advisory Committee (TAC) has recommended a process for minor annual updates to the RRTP;

NOW, THEREFORE, BE IT RESOLVED

ARPC hereby authorizes the provided annual update process for the Apalachee Regional Rural Transportation Plan covering Calhoun, Franklin, Gulf, Jackson, and Liberty counties.

DULY PASSED AND ADOPTED THIS 26TH DAY OF MARCH 2026.

BY THE: APALACHEE REGIONAL PLANNING COUNCIL

Ricky Jones
Chairman

ATTEST:

Chris Rietow
Executive Director

Annual Updates to the RRTP

Executive Summary

Overview:

The Apalachee Regional Rural Transportation Plan (RRTP) is a long-range transportation plan with a 20-year horizon.

Major project changes are generally reserved for the full Plan update when the Plan is comprehensively updated every 3-5 years.

Limited annual updates focused on the Projects element (Part 3) allow the Plan to remain accurate and responsive as conditions evolve.

Annual updates may include:

1. Map updates

- a. These are *encouraged* and may include phasing changes, limit adjustments, or mapping errors.

2. Project status updates

- a. Status updates are *encouraged*. These may include completion of design, receipt of funding, advancement to construction phases, or completed.

3. Project narrative expansions

- a. The inaugural Plan had brief project descriptions so adding more information is *supported*. In the future, narrative adjustments will be reserved for the major Plan update (every 3-5 years).

4. Project priority reorganization

- a. Although *typically discouraged*, there may be rare instances when a project's regional significance has been considerably elevated, and it is best to reflect this during the annual update. Projects that are not regionally significant will have to wait for a major update to be elevated in the Plan.

5. Project additions

- a. Although *typically discouraged*, there may be rare instances when there is a project that represents current community priorities, was unintentionally omitted, and is of regional significance. Projects that are not regionally significant will have to wait for a major update to be incorporated into the Plan.

Removing a Project from the Plan is only done during a major Plan update (every 3-5 years).

Process:

1. Submit County Updates

Please email the updates form no later than **Friday, April 17, 2026, 5:00 p.m. (ET)**.

Email subject line:

*Calhoun County - 2026 Annual Updates to RRTP
(Replace "Calhoun" with your county's name.)*

Send to:

Mary O'Brien - mobrien@arpc.org

CC:

- Divina Lade - dlade@arpc.org
- Tanya Branton - tanya.branton@dot.state.fl.us

Also CC the following from your county, as applicable:

- Chair of the Board of County Commissioners
- GIS Manager or GIS contact
- Capital Improvement Element (CIE) 5-year Capital Improvement Schedule contact
- Staff involved with transportation grants
- Road and Bridge Director (or equivalent)
- Community Planner (or equivalent)

2. May RRTP TAC Review and Recommendation

ARPC staff will compile all update requests and present them at the **May 7th RRTP Technical Advisory Committee (TAC) meeting** for review and discussion and request a recommendation on the updated RRTP Needs Plan projects to the ARPC Board.

3. ARPC Board Approval

The updated RRTP Needs Plan projects will be presented to the **ARPC Board on May 28th** for approval.

4. Annual Update Completion

The Apalachee RRTP will have completed its annual update by the end of the state fiscal year, June 30th.



ECONOMIC DEVELOPMENT PROGRAM
Caroline Smith & Stacy Slavichak

Grant Opportunities

For support with grant application preparation, please contact Caroline Smith, ARPC Economic & Community Development Director, at csmith@arpc.org. Recent grant application activities include:

• **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.

• **Florida Commerce Community Planning Technical Assistance (CPTA) Grant:** ARPC’s proposal to conduct a Strategic Sites Inventory (SSI) update for Calhoun, Gadsden, and Liberty counties was awarded \$74,231.82 in funding. The project is underway and will conclude in June 2026.

• **Anticipated Grant Opportunities:** ARPC staff anticipates upcoming Spring 2026 grant cycles for the Florida Commerce Community Planning Technical Assistance (CPTA) grant, Rural Infrastructure Fund (RIF) grant, and Community Development Block Grant (CDBG) through Florida Commerce. For assistance with grant proposal development, please contact ARPC staff.

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 the Wakulla County EDC, Jefferson County EDC, the Alliance of Entrepreneur Resource Organizations (AERO), Florida American Planning Association (APA) Conference, and the Rural Counties Day Expo at the Florida Capitol.



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 underway and will conclude in June 2026. ARPC staff is also assisting Gadsden County with their CPTA award, which consists of a complementary SSI project.

- **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. TAC and public meetings will begin in early 2026. More information on this project can be found in the Transportation Program section of this Board Package.

- **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! and as of February 2026, 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.

CURRENT PORTFOLIO STATUS AS OF 1.31.2026

Portfolio Balance \$1,071,228.45

Portfolio Yield 5.75%

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.

NEW LOAN CLOSING: \$250,000

GREEN REEF MINING AND MINERALS

Green Reef Mining & Minerals is a company focused on the mining and processing of historic oyster shell deposits. The company will have the ability to provide a wide range of materials to a variety of industries, including road base, poultry, horticulture, and habitation restoration.

The company will have over 20 years of combined experience specific to this mining deposit. This specific experience allows for quicker set-up, start-up, production, and sales. Green Reef has a thorough understanding of this deposit, increasing efficiency and its ability to explore additional market growth.



LOAN STATUSES AS OF 01.15.2026

REVIVE!

Business Name	Payment	Next Pymt Due Date	Principle Balance
Freda Harris, Julius Harris, Kids First Learning Academy, LLC		7/15/2025	\$ 14,043.43
Om Salram, LLC	\$1,798.16	2/15/2026	\$ 187,195.37
Crowning Glory	\$225.00	2/2/2026	\$ 15,592.25
Tremont Concrete Construction Inc		7/15/2025	\$ 67,116.51
Boss Chic	\$600.00	2/15/2026	\$ 31,586.54
Revolutionary Expressions	\$650.00	2/15/2026	\$ 37,335.97
WCRx Pharmacy	\$1,100.00	2/15/2026	\$ 61,038.88
Law Office of Felicia S.W. Thomas	\$750.00	2/15/2026	\$ 17,134.99
CBS Inc		3/15/2025	\$ 82,344.73
Wall Doctors Plastering LLC	\$175.00	2/15/2026	\$ 12,461.11
North Florida Public Safety, LLC	\$1,026.10	2/15/2026	
North Florida Public Safety, LLC	(\$1,026.10)	1/15/2026	\$ 46,596.85
Total	\$5,298.16		\$ 572,446.63

CARES

Business Name	Payment	Next Pymt Due Date	Principle Balance
Rejuvenate U Massage Studio		10/15/2025	\$ 6,425.90
Seafood Wings and Things (SWAT), LLC	\$775.00	5/15/2025	
Seafood Wings and Things (SWAT), LLC	\$775.00	6/15/2025	\$ 27,936.99
Norris Smokehouse	\$550.00	2/15/2026	\$ 29,366.59
Martowe Logging	\$550.00	2/1/2026	\$ 19,628.34
Springbreeze Accounting & Taxes	\$1,200.00	12/15/2025	
Springbreeze Accounting & Taxes	\$1,300.00	1/15/2026	\$ 154,772.83
Tri-State Pest Control	\$625.65		\$ -
Teloga Trading Post	\$800.00	2/15/2026	\$ 74,974.49
Total	\$6,575.65		\$ 313,105.14

Legacy

Business Name	Payment	Next Pymt Due Date	Principle Balance
Saucy Lady Oyster Company		8/15/2024	\$ 9,992.10
Southern Fields Brewing		4/15/2025	\$ 59,627.44
Herz Development		7/15/2025	\$ 19,896.00
Peaks Ink	\$600.00	2/15/2026	\$ 42,028.79
Pretty Girlz	\$500.00	2/15/2026	\$ 46,989.38
Corner Cafe 1	\$600.00	2/15/2026	\$ 7,142.97
Total	\$1,700.00		\$ 185,676.68

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 seeking 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 own-er-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 awaiting execution of the services agreement. Currently, ARPC staff is assisting Franklin County with closing out previous fiscal years.



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 such as those disabled, low-income, elderly, or at-risk children.

Annual Evaluations

ARPC staff began conducting annual evaluations of the Community Transportation Coordinator (CTC*) in each of the nine counties.

*CTCs provide transportation directly to transportation disadvantaged community members or contract with operators, such as Star Metro, Big Bend Transit (BBT), etc.

Among other elements, the evaluations include rider surveys and ride-alongs.

- Rider Survey topics include:
 - o Dependability
 - o Comfort/Cleanliness
 - o Waiting Time
 - o Cost
 - o Overall Courtesy of Employees
 - o Overall Satisfaction of Service
- On-Site Observations of the System from ARPC staff (ride-alongs) topics include:
 - o Timeliness
 - o Safety, Security, and Comfort for Riders
 - o Appropriate Passenger Assistance
 - o Appearance and Working Order of Vehicle
 - o Signage with local phone number and TD Helpline
- Driver: Appearance, Customer Engagement and Assistance

Evaluation results were positive.

Transportation Disadvantaged Local Coordinating Board (LCB) Meetings

Each county has an LCB of 18 members representing different stakeholders.

Q3 (Jan. 1 – March 31, 2026) meetings will be held between March 10th and 19th. Each county’s LCB will review the annual CTC evaluation and vote to approve the evaluation results.

For more information, please visit the CTD website, ARPC website, or reach out to Austin Britt at abritt@arpc.org or Kwentin Eastberg at keastberg@arpc.org.

APALACHEE REGIONAL RURAL TRANSPORTATION PLAN (RRTP) PROGRAM

The Apalachee Regional Planning Council (ARPC) is under contract with the Florida Department of Transportation (FDOT) to develop, implement, and maintain the Apalachee Regional Rural Transportation Plan (RRTP) program, which assists the five rural counties within the ARPC Region (Calhoun, Franklin, Gulf, Jackson, and Liberty).



The Plan provides stability, coordination, education, outreach, data collection, and mapping.

Implementation of RRTP

Staff is currently in the implementation and maintenance phase of the RRTP, systematically ensuring the projects receive funding in their priority order. Documenting projects within an adopted plan is a crucial element sought by potential funders.

When applying for grant funding, please indicate the ranking and category of your project in the RRTP in grant application project descriptions!

Transportation Alternatives Set-Aside Program (TA)

For the first time, the Apalachee RRTP planning region is vetting projects of the Transportation Alternatives Set-Aside Program before the projects are sent to FDOT. This step has been implemented based on best practices utilized by Emerald Coast Regional Council (ECRC) and the Capital Region Transportation Planning Agency (CRTPA).

The ARPC is allotted 5 Apalachee RRTP submissions to FDOT. These projects will then compete with all projects submitted throughout District 3. Funding decisions will be announced in the fall of 2026.

Maintenance of RRTP

Adopted in January 2025, this will be the first year that the RRTP will undergo an annual update (minor adjustments to the RRTP which reflect any major changes in communities). A comprehensive update will occur every 3-5 years. The RRTP’s Technical Advisory Committee recommends the ARPC Board approve the RRTP annual update process.

SAFE STREETS AND ROADS FOR ALL (SS4A) ACTION PLAN

ARPC received a Federal grant to create a Safe Streets and Roads for All (SS4A) Action Plan, covering all nine counties of the Apalachee Region. The completion of the Safety Action Plan will allow the Region to apply for transportation funding that would not otherwise be available.

Staff is currently gathering data, forming a Technical Advisory Committee, and planning public engagement and outreach. Meetings will begin this spring.



For more information, visit ARPC’s webpage or reach out to Mary O’Brien at MOBrien@arpc.org.



ENVIRONMENTAL PLANNING PROGRAM
Brian Branciforte – Divina Lade – Khalig Atakishiyev
Destiny Bates – Lydia Johnson – Lauryn Meeks

Ongoing Projects

- **F-98 Living Shoreline** - Construction of Phase 2 is slated to begin early April 2026. Permitting Phase 3 is anticipated to be completed before Phase 2 construction starts. Contracts are being drafted for planting efforts for Phase 2 & 3. Stakeholder engagement is moving along, with several events and presentations lined up.



ARPC, WSP, construction contractor staff site visit on 1/28/26.



- **CR30** - FWC denied the MEHRMA grant for 60% design of County Road 30A Living Shoreline Project. The task assignment for 50% design of CR 30A Project was sent to ARPC's consultant on 2/5/26, under previously awarded MEHRMA funds.

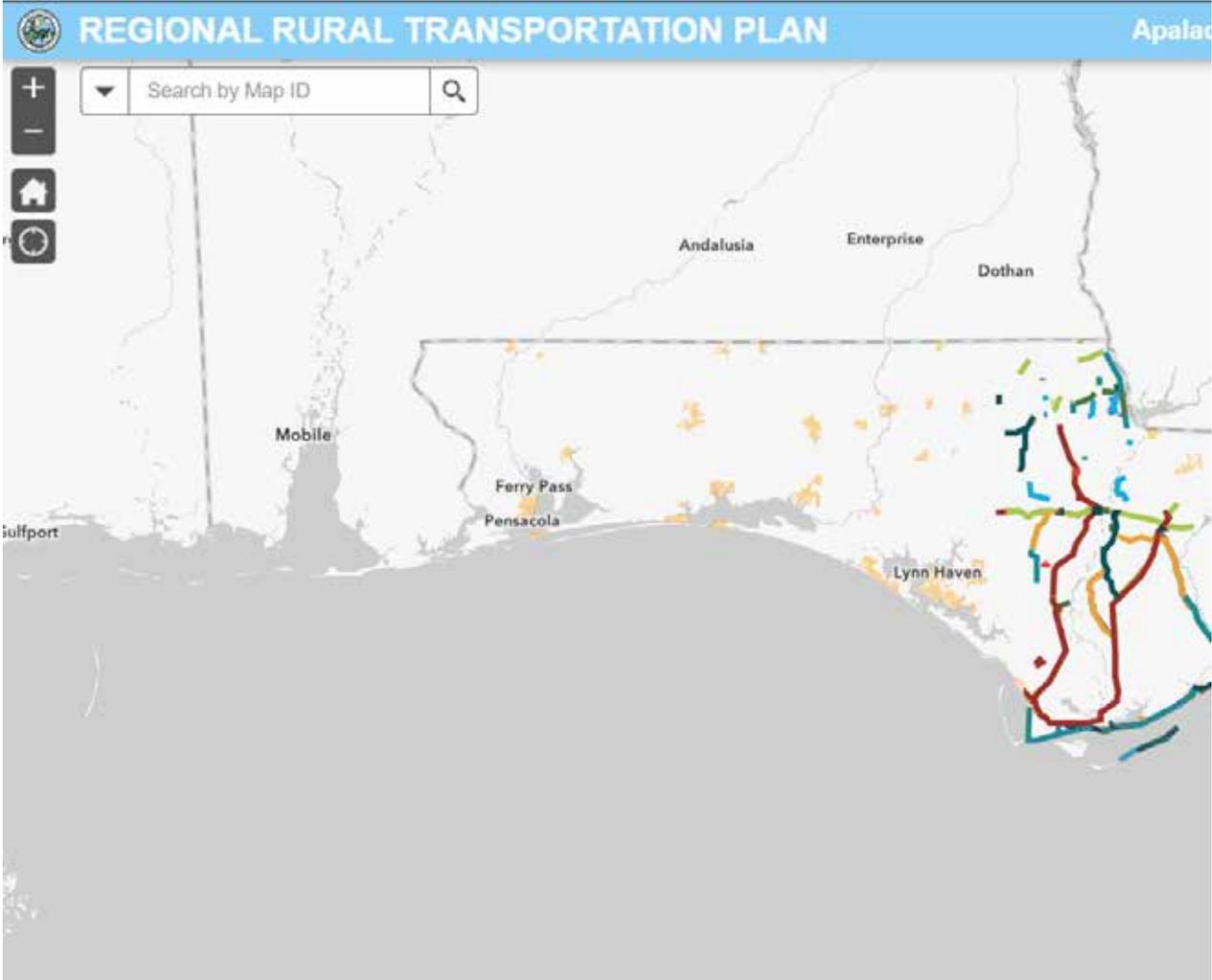
GEOSPATIAL PLANNING PROGRAM
Brian Branciforte – Divina Lade – Khalig Atakishiyev
Destiny Bates – Lydia Johnson – Lauryn Meeks

Ongoing Support to Counties & Municipalities

- Calhoun** - Maintenance of the Calhoun County Land Use Mapping App
- Franklin** - Maintenance of the Franklin Zoning Web Application
- Gadsden** -- Maintenance of geospatial data and fulfillment of ad hoc mapping services

Ongoing Support to Existing Projects

- Resilience Planning**
- Gadsden County Vulnerability Assessment
 - Franklin County Vulnerability Assessment
 - Wakulla Local Mitigation Strategy 2026
- Transportation**
- Regional Rural Transportation Plan (RRTP)



RESILIENCE PLANNING PROGRAM
Brian Branciforte – Divina Lade – Khalig Atakishiyev
Destiny Bates – Lydia Johnson – Lauryn Meeks

Wakulla County Local Mitigation Strategy (LMS)

2026 update of Wakulla County’s Local Mitigation Strategy to maintain compliance with state and federal hazard mitigation planning requirements and ensure continued eligibility for mitigation funding. The second draft of the Wakulla LMS 2026 Update has been submitted to FDEM for final review. Awaiting feedback and approval letter.

RainReady500

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. Flood models for Gadsden and Franklin counties have been generated.

ARMOR (Apalachee Regional Mitigation & Operations Roadmap)

Staff is currently developing Phase 1 of the Regional Adaptation Plan, establishing a framework for project prioritization, and coordinating funding strategies across the Apalachee Region. A Visioning and Goal-Setting Workshop is scheduled for March 11, 2026.

Franklin County Vulnerability Assessment Project

Staff is developing a countywide vulnerability assessment to evaluate exposure to flooding, sea level rise, and other climate-related hazards. This assessment integrates geospatial analysis, infrastructure inventories, and critical asset data to identify areas of highest risk and inform adaptation planning, capital improvement prioritization, and long-term resilience strategies.

Gadsden County Vulnerability Assessment Project

Staff is developing a countywide vulnerability assessment to evaluate exposure to inland flooding, extreme rainfall, and other climate-related hazards. The assessment applies geospatial analysis and critical asset mapping to identify areas of highest risk, inform mitigation priorities, and guide infrastructure and land use planning decisions that strengthen long-term community resilience.

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 below. This ongoing task emphasizes our commitment to up-holding a standardized and well-organized repository of geospatial data.





EMERGENCY MANAGEMENT
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

Apalachee LEPC Sponsored 13 attendees at the 2026 Florida Hazardous Materials Symposium in Daytona, FL. The symposium brings hazmat responders from all of the country to Daytona for 4 days of classroom training as well as a hazmat team competition.

Apalachee LEPC-Sponsored Training Dates

Jan 13-16	2026 FL Hazmat Symposium	13 students
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SERC Meetings

ARPC staff attended the State Emergency Response Commission (SERC) Meeting on January 13th in Daytona. The meetings discussed concerns over lithium-ion battery disposal as well as 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. Ms. Nixon specializes in first-responder stress first aid, and Mr. Dickey is a police chaplain. The pair have been called on and deployed to assist first responders and victims alike in some of our nations 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 needed for decades and has finally begun to emerge. The Apalachee Region is one of the earliest adapters of this new technology.

The BBHCC coordinated 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. ARPC staff are working with staff from Tallahassee Memorial Hospital and Leon County EMS to review how the exercise went and to find areas for improvement.

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.

Big Bend Healthcare Coalition Training and Exercise Dates

Date	Offering	Type
March (various)	Hazmat Shelter-in-Place Train the Trainer	Training
April 1	Water Shortage	Exercise (Virtual)
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

In addition to the BBHCC-sponsored exercises and training, staff are also assisting in the coordination of 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 International Airport Full-Scale exercise.

Special Emergency Preparedness Projects

FSU Resilient Infrastructure & Disaster Response (RIDER) Center Project

The FSU RIDER Center reached out to ARPC about collaborating 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 subject matter experts and specific data sets – to keep the project moving forward with the input of the proper people and information.





COMMUNICATIONS PROGRAM

Melissa Franklin

COMMUNICATIONS SUPPORT

Transportation

- Regional Rural Transportation Plan web updates
- Transportation Disadvantaged web updates

Economic Development

- Safe Streets & Roads For All (SS4A) logo development
- SS4A web hub development
- SS4A outreach campaign development

Environmental Planning

- Developed banners and promotional materials for F-98 Living Shoreline

Communications

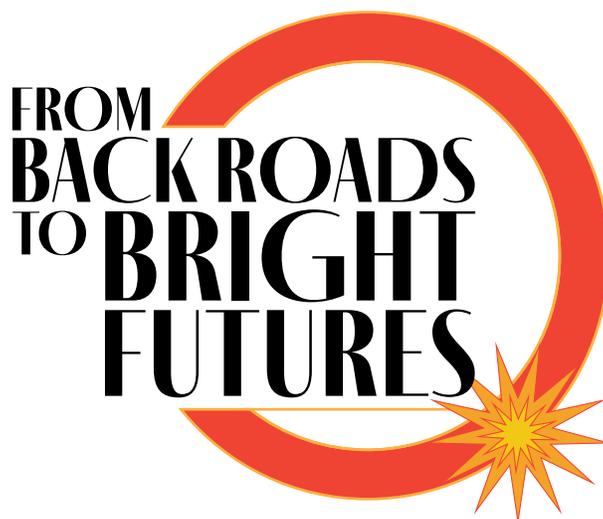
- ARPC web updates
- ARPC Board Package
- ARPC Board Notes
- Monitored Grantswatch
- Regional Contact Updates
- Social Media Graphics



Graphic developed for the SS4A web hub.

UPCOMING PROJECTS

- **12 month Awareness Campaign:** Campaign strategy & schedule complete.
Remaining tasks:
 - Develop Apalachee Passport
 - Develop Traveling Storyboard Exhibit
 - Launch campaign (April)
- **Complete the Media Relations Certificate Program**
- **Complete ARPC Communications Strategy**
- **Develop Community Engagement Toolkit**
- **Develop additional ARPC Info Brochures**
- **Finish ARPC Staff App**



Logo developed for the ARPC Awareness Campaign.



GROWTH MANAGEMENT PROGRAM
Brianna Williams – Stella Kearns

STAFFING UPDATE

ARPC has hired a second Growth Management and Land Use Planner, Stella Kearns. Ms. Kearns has previous experience in comprehensive planning, zoning ordinance revision, and development review from her time as a Planning Analyst with Kimley-Horn and Associates. ARPC is excited to welcome her to the Growth Management Program, and staff wish her all the best in her new position.

CURRENT AND ONGOING CONTRACTS

ARPC's GroARPC'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 service contracts to support local government staff in the review and approval of large-scale developments:

- 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.

2026 LEGISLATIVE SESSION UPDATE

Friday, February 20th marked the end of the sixth week of the regular session of the Florida Legislature. Several changes have occurred since the start of the session in January, especially regarding the bills of interest highlighted in the previous Board report.

Senate Bill 840, which addresses some of the problems created by the 2025 session’s Senate Bill 180, has unanimously passed in the Senate. ARPC is looking forward to resuming work on the City of St. Marks’ comprehensive plan update, especially considering the new proposed expiration date of July 1, 2026. Note though that a companion bill has yet to be heard in the House.

House Bill 313, the companion to SB 48, died in committee and is unlikely to be passed. This bill would have required local governments to allow accessory dwelling units (ADUs) in any zoning districts where single-family residential is a permitted use, among other things.

Senate Bill 208 and House Bill 399, which propose several changes to local land development regulations and permit review and processing fees, have both been heard in 2 of 3 committees. Comprehensive plans and land development codes must provide criteria for assessing the compatibility of residential uses in a residential district or land use category under the current proposal. This bill has a high chance of passage.

Additionally, **Senate Bill 354 and House Bill 299** propose a new type of large-scale development and administrative approval process through the Department of Commerce, “blue ribbon projects.” These are projects containing at least 10,000 acres, which are split between reserve areas (60%) and mixed-use development areas (40%). Applications for such projects are submitted directly to Florida Commerce, and those which meet all requirements of the section must be administratively approved by the local government.

ARPC staff will continue to monitor these and other bills of interest as the regular session begins to wind down, to best support our member counties and municipalities.





EXECUTIVE COMMITTEE MEETING - 02.26.2026

02.26.2026 ARPC Executive Committee Meeting Called to order at 10:08am

Welcome and Introductions

Chair Jones called the meeting to order at 10:08am, and began introductions.

ARPC Executive Members in Attendance

Commissioner Ricky Jones
Commissioner Jack Porter
Commissioner Quincee Messersmith
Commissioner Rick Minor

Staff in Attendance

Chris Rietow
Kwentin Eastberg
Jules Kearce
Monica Pitts
Melissa Franklin
Jordann Wilhelm, Legal Counsel

Others in Attendance

Cheryl Hannifan, CPA
Christine Mathews
Kurt Bender

***Approval of Minutes from January 28, 2026 EC Meeting**

Commissioner Porter moved to approve the minutes. Commissioner Minor seconded the motion. Motion passed unanimously.

***Approval of Signature Authority Resolution 26-01**

Mr. Rietow requested that the Executive Committee consider authorizing the Deputy Director to sign contracts and checks in the absence of the Executive Directors.

Commissioner Porter moved to approve Resolution 26-01. Commissioner Messersmith seconded the motion. Motion passed unanimously.

***Financial Reserves Policy**

Mr. Rietow presented the Financial Reserves Policy for the Executive Committee's consideration. *Commissioner Porter motioned to approve the Financial Reserves Policy.*

Commissioner Miller seconded the motion. Motion passed unanimously.

***Approval of Transportation Alternatives (TA) Projects Resolution 26-02**

Commissioner Jones motioned to amend the resolution – Replace “unnamed project for Franklin County” with “North Bay Shore Sidewalk Extension.”

Commissioner Porter moved to accept the resolution as amended. Commissioner Messersmith seconded the Resolution as amended. Resolution passed unanimously.

***Legal Counsel Recommendations**

Staff recommendation is that ARPC procure two lawyers. Ausley & McMullen, which will focus on the RLF legal matters, and Jordann Wilhelm, who will focus on general organizational legal matters.

Commissioner Minor motioned to accept the recommendations. Commissioner Messersmith seconded the recommendation. Recommendations approved unanimously.

Riparian County Stakeholders Coalition (RCSC) Update

The RCSC Compact started in 2010, with a mission to preserve the Apalachicola River, assist with waterflow, and increase recreation. RCSC approached ARPC in 2013 to assist with finances. ARPC assisted and allowed RSCS to use the ARPC federal employee identification number (EIN) to establish a bank account. This decision creates significant legal risk for ARPC, and changes will need to be made moving forward. Legal Counsel has provided three options. By general consensus, the Executive Committee advises that RSCS obtain their own EIN number, and a committee will be formed to further explore the relationship between RSCS and ARPC moving forward.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON MARCH 26TH, 2026.

SIGNED:

ATTEST:

Ricky Jones
Chair

Chris Rietow
Executive Director

Next Executive Committee Meeting: Thursday March 19, 2026
Next Full Council Board Meeting: Thursday, March 26, 2026

Adjourned at 11:25am.

MONTHLY ACTIVITY REPORT: January 2026

ASSOCIATION MANAGEMENT

- Monthly meeting with FRCA’s Bookkeeper and EDAC Treasurer to review November Financial Report
- FRCAs January EDAC Meeting in Tallahassee: prepared agenda and coordinated meeting at the Apalachee Regional Planning Council office.
- FRCA 2026 Winter Policy Board Meeting: finalized agenda for the Policy Board meeting, confirmed speakers, coordinated and managed Policy Board meeting at the AC Marriott in Tallahassee on January 30th, 2026, and Policy Board dinner on January 29th, 2026
- FRCA 2024-2025 Annual Report: coordinated and drafted content for the Annual Report, and managed design and printing of the Annual Report.
- FRCA FY25 Financial Statements and Independent Auditor’s Report: Worked with FRCA’s auditor, Moran & Smith CPA, to complete the FY25 audit and prepare presentation for the Policy Board’s winter meeting.
- FRCA 2026 Legislative Priorities and 2026 Legislative Session Reports: worked with FRCA’s Legislative Consultants to revise 2026 Legislative Priorities, approved by FRCA Policy Board at the Winter meeting, and reviewed weekly Legislative Reports prepared by Legislative Consultants

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- FRCA 2026 Winter Policy Board Meeting: Confirmed speakers for the Policy Board meeting
 - **Greg Vaday, Florida Economic Development Representative**
U.S. Department of Commerce, Economic Development Administration
 - **Huiwei Shen, Chief Planner, Florida Department of Transportation**
 - **Chief Resiliency Officer Eddy Bouza**
Resilient Florida Program, Florida Department of Environmental Protection
- Attended RPC presentation with EDAC for the **Florida Chamber of Commerce Foundation virtual 2026 Florida Economic Outlook & Jobs Solution Summit**, January 29th, 1pm-4pm





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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 thriving 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.

arpc.org

850.488.6211



ECONOMIC DEVELOPMENT

ENVIRONMENTAL PLANNING

GEOSPATIAL PLANNING

TRANSPORTATION PLANNING

EMERGENCY PLANNING

HOUSING

GROWTH MANAGEMENT

COMMUNITY ENGAGEMENT