Apalachee Regional Planning Council  
FULL COUNCIL BOARD MEETING  

327th PUBLIC MEETING  
THURSDAY, AUGUST 18, 2022  
10:00AM ET/ 9:00AM CT  

https://meet.goto.com/477917613  
Tel:+1-877-309-2073  
Access Code: 477-917-613  

The Apalachee Regional Planning Council (ARPC) assists with grants, outreach, project implementation, and other planning activities to enhance the nine-county Apalachee Region. The Council houses a variety of programs, including economic development, emergency preparedness, transportation, housing, GIS, and environmental/resiliency planning. By collaborating across these programs and embracing partnerships with local, state, and federal organizations, the ARPC continues to make a positive and lasting impact throughout the Region.
## APALACHEE REGIONAL PLANNING COUNCIL

**EXECUTIVE COMMITTEE**

Kristin Dozier, Chair (Leon) • Ricky Jones, Vice-Chair (Franklin)

Jim Peacock, Secretary/Treasurer (Jackson) • John Jones, Past Chairman (City of Monticello)

*FRCA Policy Board Members: Kristin Dozier, Gene Wright and Lisa Miller*

### FULL COUNCIL

**Calhoun County**

- Darryl O’Bryan: County Commissioner
- Sheila Blackburn: Councilwoman, City of Blountstown
- Don Stephens: Governor’s Appointee

**Franklin County**

- Ricky Jones: County Commissioner
- Despina George: Commissioner, City of Apalachicola
- *Vacant*: Governor’s Appointee

**Gadsden County**

- Brenda Holt: County Commissioner
- Evelyn Goldwire: Mayor, City of Gretna
- Henry Grant: Governor’s Appointee

**Gulf County**

- Ward McDaniel: County Commissioner
- Johnny Paul: Commissioner, City of Wewahitchka
- Michael Hammond: Governor’s Appointee

**Jackson County**

- Jim Peacock: County Commissioner
- Gene Wright: Mayor, Town of Malone
- *Vacant*: Governor’s Appointee

**Jefferson County**

- Stephen Walker: County Commissioner
- John Jones: Councilman, City of Monticello
- *Vacant*: Governor’s Appointee

**Leon County**

- Kristin Dozier: County Commissioner
- Jack Porter: Commissioner, City of Tallahassee
- Lisa Miller: Governor’s Appointee

**Liberty County**

- Daniel Stanley: County Clerk
- James Kersey: Mayor, City of Bristol
- Davis Stoutamire: Governor’s Appointee

**Wakulla County**

- Quincee Messersmith: County Commissioner
- Don Grimes: Mayor, City of St. Marks
- *Vacant*: Governor’s Appointee

**Ex-Officio Members**

- Michael Fuller: FL Dept. of Environmental Protection
- Darryl Boudreau: NW FL Water Management District
- Tanya Branton: FL Dept. of Transportation
- Diane Scholz: FL Dept. of Economic Opportunity
Holiday Inn & Suites Tallahassee Conference Center
(0.4 mi from I-10 FL Exit 199)
2735 Graves Road - Tallahassee, FL  32303

- Follow I-10 to US-27 N/N Monroe St in Tallahassee.
- Take exit 199 from I-10 E.
- Follow US-27 N/N Monroe St to Graves Rd.
- Holiday Inn is nestled between the Quality Inn and the Best Western Plus.
- Parking is available in front and behind the building.
AGENDA ITEM 2 - DRAFT AGENDA

1. Call to Order, Pledge of Allegiance and Introductions

2. *Approval of Agenda

3. *Approval of Minutes – May 26, 2022 Board Meeting

   Caroline Smith, ARPC

5. Capital Area Community Action Agency (CACAA) Overview
   Tim Center, Executive Director

6. Executive Director’s Report – Chris Rietow, ARPC Executive Director
   a) *Financial Reports
   b) Staff Program Reports
      1. Economic Development & Community Planning
      2. Disaster Resiliency Coordination
      3. Emergency Planning
      4. Revolving Loan Fund
      5. *Transportation Planning
      6. Environmental Planning
      7. Geographic Information Systems (GIS)
      8. Housing
      9. Marketing & Communications
   c) *ARPC Exec. Committee Update: 07.28.22 Meeting Minutes
   d) *Resolution 2022-10: Amendment to ARPC 401(K)

7. Board Member Updates / Local & Regional Issues Discussion

8. Public Comment

9. Adjournment (Catered buffet lunch provided immediately following meeting.)

Next ARPC Board Meeting – Thursday, October 20, 2022 (Location T.B.D.)
AGENDA ITEM 3

APALACHEE REGIONAL PLANNING COUNCIL
VIRTUAL MEETING

BOARD MEETING MINUTES – May 26, 2022

Item 1: Call to Order and Introductions
Chair Dozier called the meeting to order at 10:05 am EST. A quorum of the Apalachee Regional Planning Council (ARPC) was in attendance. The following Board members attended the meeting:

ARPC Board Members in Attendance

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<tr>
<th>County</th>
<th>Name</th>
<th>Title/Position</th>
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<tr>
<td>Franklin</td>
<td>Ricky Jones</td>
<td>County Commissioner</td>
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<td>Gadsden</td>
<td>Evelyn Goldwire</td>
<td>Mayor, City of Gretna</td>
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<td>Gadsden</td>
<td>Henry Grant</td>
<td>Governor’s Appointee</td>
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<td>Gulf</td>
<td>Johnny Paul</td>
<td>County Commissioner</td>
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<td>Jackson</td>
<td>Jim Peacock</td>
<td>County Commissioner</td>
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<td>Jefferson</td>
<td>John Jones</td>
<td>Councilman, City of Monticello</td>
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<td>Leon</td>
<td>Kristin Dozier</td>
<td>County Commissioner</td>
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<td>Leon</td>
<td>Jack Porter</td>
<td>City Commissioner, City of Tallahassee</td>
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<td>Leon</td>
<td>Lisa Miller</td>
<td>Governor’s Appointee</td>
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<tr>
<td>Liberty</td>
<td>Davis Stoutamire</td>
<td>Governor’s Appointee</td>
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<td>Wakulla</td>
<td>Don Grimes</td>
<td>Mayor, City of St. Marks</td>
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<td>Wakulla</td>
<td>Quincee Messersmith</td>
<td>County Commissioner</td>
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Ex-Officio Members in Attendance

Olen Pettis – FL Dept. of Transportation
Darryl Boudreau – NW FL Water Mgmt. District (NFWWMD)

ARPC Staff in Attendance

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<tr>
<th>Name</th>
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<tr>
<td>Chris Rietow</td>
<td>Executive Director</td>
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<td>Kwentin Eastberg</td>
<td>Deputy Director</td>
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<tr>
<td>Jana Williams</td>
<td>RLF Manager</td>
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<tr>
<td>Josh Adams</td>
<td>Env’l Planning Manager</td>
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<td>Evan Blythe</td>
<td>Env’l Project Manager</td>
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<tr>
<td>Donald Morgan</td>
<td>Housing Manager</td>
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<td>Divina Lade</td>
<td>GIS Specialist</td>
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<td>Joshua Pasqualone</td>
<td>ARPC Legal Counsel</td>
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<td>Monica Pitts</td>
<td>HR &amp; Finance Director</td>
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<tr>
<td>Caroline Smith</td>
<td>Economic Development Manager</td>
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<td>Christian Levings</td>
<td>Healthcare Coalition Coordinator</td>
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<td>Melissa Franklin</td>
<td>Communications Coordinator</td>
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<td>Anthony Carpanini</td>
<td>Emergency Planning Manager</td>
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<td>Rick McCraw</td>
<td>Senior Planner, Econ. Development</td>
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<tr>
<td>Pat Maurer</td>
<td>Commuter Assistance Coordinator</td>
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Chair Dozier welcomed all attendees, and everyone stood to recite the Pledge of Allegiance. Introductions were made around the meeting room. Former ARPC Chairman and current Wakulla County Commissioner Randy Merritt was then formally introduced by Chair Dozier, whereupon she thanked him for his seven (7) years of service as ARPC Chairman (2014 – 2020). Mr. Merritt was then presented with the DREAM award for his exceptional service. Mr. Merritt thanked the ARPC and commended Chris Rietow and Janice Watson for their leadership and dedication to the ARPC.

**Item 2: Approval of the Agenda**
Chair Dozier asked for a motion to approve the May 26, 2022 Agenda.

A motion was made by Councilman John Jones to approve the May 26, 2022 Agenda. The motion was seconded by Commissioner Jim Peacock. A vote was taken, and the motion carried unanimously.

**Item 3: Approval of the Minutes**
Chair Dozier inquired as to whether any changes to the minutes of the March 24, 2022 ARPC Full Council Board Meeting were required, and none were mentioned.

A motion was made by Governor’s Appointee Henry Grant to approve the Minutes of the March 24, 2022 ARPC Full Council Board Meeting. The motion was seconded by Governor’s Appointee Davis Stoutamire. A vote was taken, and the motion carried unanimously.

**Item 4: Franklin-98 (F-98) Living Shoreline Resiliency Project Update**
Mr. Rietow introduced Josh Adams, ARPC Environmental Planning Manager, and Evan Blythe, ARPC Environmental Project Manager, to discuss the Franklin-98 (F-98) Living Shoreline Project. Mr. Blythe began the presentation by providing background information on the project. The study area is comprised of six (6) miles of Highway 98, along the shoreline of Franklin County. The highway’s existing fabricated bulkheads are falling apart and damaged. ARPC staff are interested in finding out whether creating a “living shoreline” breakwater out of organic materials, with a marsh behind it, may serve as a better barrier to storms than the coastal structures containing concrete and rebar that currently line Highway 98. The goal is to create a more resilient shoreline against storms by developing innovative and natural ways to break storm waves and prevent highway flooding and erosion. Phase 1 of the project is being funded by the FL Dept. of Environmental Protection, and Phases 2 and 3 are being funded by the National Fish and Wildlife Foundation.
Mr. Adams continued the presentation, detailing project design considerations, which included twenty-seven public outreach events, and data collection and analysis methodology. He then discussed the engineering and design aspects of the project, specifying that the living shoreline will be designed to withstand CAT 1 – CAT 3 waves. Mr. Adams also explained the screening criteria they employed to determine which natural materials to utilize for the living shorelines.

After multiple permitting hurdles, the F-98 Project has received the Environmental Resource Permit needed from the FL Dept. of Environmental Protection (FDEP). The United States Army Corps of Engineers (USACE) permit is expected at the end of May. The 90% designs for the project area are complete, as well. Once the USACE permit is issued, 100% designs will be finalized, and contractors solicited. Members of Joe Taylor’s Gulf Corps program, based in Franklin County, will assist the contractors with installation of the project materials. The living shoreline will be monitored for five (5) years so that ARPC staff can track the changing conditions of the shoreline and collect data for final project analyses. They anticipate having a robust data set within six (6) years. For further information regarding the F-98 Project, ARPC Board members can contact Josh Adams at jadams@arpc.org.

Item 5: Regional Vulnerability Assessment Update

Josh Adams, ARPC Environmental Planning Manager, remained at the podium to speak on behalf of Halff Associates, Inc. (“Halff”), a local environmental engineering firm that was awarded the contract for helping to complete a Regional Vulnerability Assessment for the ARPC. In 2021, the Florida Legislature passed F.S. 380.093, which requires each county in Florida to prepare a vulnerability assessment to determine the depth of tidal flooding; current and future storm surge flooding; rainfall-induced flooding (to the extent practicable); and compound flooding (to the extent practicable). This assessment must also evaluate the sensitivity of each county’s critical assets, including transportation assets and evacuation routes; critical infrastructure; critical community and emergency facilities; and natural, cultural, and historical resources. The ARPC Regional Vulnerability Assessment project was made possible by the FL Dept. of Environmental Protection’s Resilient Florida Program and will provide the basis for multi-phased resiliency planning and implementation across the Apalachee Region.

The Regional Vulnerability Assessment is currently underway, but because of a shortened timeline, only a selection of categories for critical infrastructure are being pulled for each of the ARPC counties, and a matrix of costs is being developed for damages associated with coastal and inland flooding. Rainfall data has been gathered and is being incorporated into GIS models that will reflect scenarios for 2040 and 2070 planning horizons. To keep data standardized across the Region, the data that was utilized came from existing state sources, though additional data was collected from counties and municipalities. This data is being stored by FDEP for future studies, and the resulting datasets produced by this project will be publicly available for ARPC constituent counties to use for their individual Vulnerability Assessments. Halff is also conducting site condition analyses for thirty-six (36) assets across the Region at the site-specific scale (4 assets per county based on F.S. categories). Local government staff played a significant role in identifying these assets. Outcomes from this section of the assessment will
position ARPC counties for subsequent funding opportunities to conduct their own individual county-specific vulnerability assessments, as well as for future infrastructure grant funding opportunities.

Commissioner Peacock stated that Jackson County is interested in applying for a grant to fund a county-wide vulnerability assessment. Chair Dozier asked Mr. Adams to please keep the ARPC Board members posted on “the next steps” so that ARPC counties are ready when an appropriate grant opportunity opens for further vulnerability assessments and/or infrastructure funding. For further information regarding the Regional Vulnerability Assessment, ARPC Board members can contact Josh Adams at jadams@arpc.org.

Item 6: Executive Director’s Report

Item 6-a: Financial Reports

Mr. Rietow referred attendees to Section 6-a of the Board Package for a detailed review of the financial status of the ARPC. Mr. Rietow addressed the following action items:

b. April 2022 Financial Report
c. FY 2021/2122 Summary

A motion was made by Commissioner Ricky Jones to accept the ARPC Financial Reports for the period ending March 31, 2022 and April 30, 2022. The motion was seconded by Councilman John Jones. A vote was taken, and the motion carried unanimously.

Item 6-b: Staff Program Reports

Mr. Rietow referred attendees to pp. C-2 through C-31 of the Board Package for Program Area overviews of current ARPC programs and projects, as prepared by ARPC staff. Board actions and ARPC Staff highlights include:

1) Item 6-b-1: Economic Development/Community Planning Program

ARPC staff has begun activities related to the five (5) year re-write of the Apalachee Region’s Comprehensive Economic Development Strategy (CEDS), which will cover the years 2022 through 2027. The final CEDS will be informed by input from the CEDS Committee. To create a CEDS that is representative of the Region and in-line with regional needs and assets, ARPC staff seek to expand the existing CEDS Committee to review the existing document and determine what may be missing and what needs to be included in the update. Anyone interested in joining the CEDS Committee should contact Caroline Smith, ARPC Economic Development Manager. Chair Dozier commented that it may be helpful to identify the sections of information that are commonly required in an EDA grant application and include this data and analyses in the next CEDS so that ARPC staff has the information ready to go when a new grant opportunity arises.
• ARPC staff continues to work with the City of St. Marks and the City of Bristol as part of the FL DEO Competitive FL Partnership Program. The application window for this grant program is open and closes on June 13, 2022. If any ARPC municipality is interested in applying, please contact Caroline Smith at csmith@arpc.org.

2) **Item 6-b-3: Emergency Planning**
   • ARPC staff is working with the Leon County Sheriff’s Office to develop and implement a Family Reunification Exercise in the event of a school shooting. The goal is to be able to allow law enforcement to continue processing the crime scene while effectively reuniting parents/guardians with their children at the same time. A tabletop exercise was performed in May and the full-scale exercise is scheduled for July. Chair Dozier suggested that a local government handbook regarding how to proceed in the event of a mass shooting would also be a useful tool.

3) **Item 6-b-5: Transportation Planning**
   • The Commission for the Transportation Disadvantaged (CTD) has issued the Planning Grant funding Allocation for the period of July 1, 2022 to June 30, 2023. ARPC staff introduced proposed Resolution 22-09 (see Attachment A), which is required by the CTD and authorizes the ARPC Executive Director to execute the FY 22-23 TD Planning Grant Agreements for our Region.

   A motion was made by Commissioner Ricky Jones to approve ARPC Resolution No. 22-09. The motion was seconded by Commissioner Jim Peacock. A vote was taken, and the motion carried unanimously.

4) **Item 6-b-7: GIS**
   • Mr. Rietow commended Divina Lade on her mapping work for ARPC member counties and stated that her talents are elevating the ARPC’s status related to GIS capabilities. Recent examples of her work can be seen on pp. C-22 through C-25 in the Board Package.

5) **Item 6-b-8: Housing**
   • ARPC staff continues to provide Hurricane Michael housing recovery assistance to Calhoun County and Jackson County residents via the Hurricane Housing Recovery Program (HHRP) and State Housing Initiatives Partnership (SHIP). Staff recently submitted a proposal to manage Franklin County’s SHIP program and the Franklin County Board of County Commissioners will make their decision in June.

**Item 6-c: ARPC Executive Committee Update**
Mr. Rietow next directed the Board’s attention to the meeting minutes of the May 12, 2022 Executive Committee Meeting. The Executive Committee approved two (2) loans from the
REVIVE! Revolving Loan Fund. Mr. Rietow also stated that ARPC received clean audit findings for the FY 2019-20 and FY 2020-21 audits and two additional Resolutions were approved (see Attachments B and C): ARPC 22-07, regarding Water Resource Investments, and ARPC 22-08, that addresses the adoption of the ARPC 401k Plan and its supporting documents.

A motion was made by Commissioner Porter to ratify the actions made by the ARPC Executive Committee resulting from the May 12, 2022 Executive Committee meeting. The motion was seconded by Commissioner Jim Peacock. A vote was taken, and the motion carried unanimously.

**Item 6-d: Apalachicola-Chattahoochee-Flint (ACF) Rivers Project**
Mr. Rietow directed the Board’s attention to a letter (p. C-36 in the Board Package) he sent to the ARPC’s congressional delegation, stating that the ARPC Board unanimously supports federal funding for identified repairs to the ACF while being committed to the environmental health of the entire ACF basin, especially when it comes to dredging. In this letter, Mr. Rietow further requested the support of Congressman Dunn regarding allocation of funding to meet the needs of the much needed and long overdue repairs to the ACF system. Mr. Rietow informed the Board that Philip Clayton, Executive Director of the TriRivers Waterways Development Association, recently expressed his thanks for the ARPC’s support of his association’s initiative.

**Item 7: Board Member Reports / Local & Regional Issues Discussion**

**850 Industrial Hemp Summit**
Chair Dozier thanked the ARPC staff for planning and hosting the second annual 850 Industrial Hemp Summit in April. She stated that participants have been commenting that it was one of the most impactful industrial hemp-related conferences they have attended. People came from all over the United States, and even the country of Columbia. A key take-away from the Summit is that more public education regarding industrial hemp is necessary to keep this economic development initiative moving forward. Another conclusion is that in the future, the ARPC should consider shorter duration meetings or webinars regarding specific industrial-hemp related topics, as this option is more economical and much more wide-reaching.

Chair Dozier also thanked Will Hill, Commissioner Jones, Commissioner Porter, and Commissioner Peacock for their participation in the event. Commissioner Peacock commented that from his perspective, and that of the farmers he has spoken to, the ARPC needs to narrow its focus to first attract hemp processors and hemp oil producers to the Region and then focus on the agricultural aspect. The point was also made that a certification from FDACS distinguishing the cultivation of industrial hemp as ‘not for human or animal consumption’ could also incentivize processors to our Region. Commissioner Porter stated that the Summit was an enormous success and inquired about the video clips and interviews that also occurred during the Summit. Chair Dozier responded that the ARPC intends to use this material for future webinars/seminars and recover the videographer costs through paid registrations. Mr. Rietow thanked Chair Dozier for her efforts related to the Summit, especially the valuable stakeholder contacts she provided the ARPC.
ARPC 2022 Board Meeting Schedule
Chair Dozier stated that the July 2022 ARPC Full Board meeting is being cancelled due to its historically low attendance. The meeting schedule will likely re-start in August and Mr. Rietow will inform the Board of the updated meeting dates in the coming month.

Dirt Roads in Rural Counties
Commissioner Peacock stated that there are too many dirt roads in rural areas (189 miles in just his district alone) and no funding is available to pave them. He suggested that the ARPC develop a strategy to help the Region’s rural local governments identify funding. Mr. Stoutamire stated that Liberty County utilized state and federal funding to pave their dirt roads. Chair Dozier added that Madison County received a grant from the EDA to raise and pave the roads because it was economically helpful to their farmers. Mr. Rietow responded that if the FL DOT agrees to form a Rural Transportation Planning Organization, then it will be easier for staff to assist our rural counties to apply for and receive grant funding to pave dirt roads. In the meantime, ARPC will investigate alternative funding opportunities.

Item 8: Ex-Officio Member Updates
No comment.

Item 9: Public Comment
Chair Dozier asked for any further Board or public comments and there were none. Mr. Stoutamire requested that everyone remember and pray for the Uvalde school shooting victims and their families. There being no further business, the meeting was adjourned at 11:44 am EST.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL
MEETING IN REGULAR SESSION ON September 18, 2022

SIGNED: ATTEST:

Kristin Dozier Chris Rietow
Chair Executive Director
ATTACHMENTS

Attachment A: Resolution 22-09
Attachment B: Resolution 22-08
Attachment C: Resolution 22-07
ARPC RESOLUTION No. 22-09

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

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

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

1. The BOARD has the authority to enter into this grant agreement.

2. The BOARD authorizes Chris Rietow, Executive Director, to execute the grant agreement, amendments, warranties, certifications, and any other documents which may be required in connection with the agreement on behalf of the Board acting as the Designated Official Planning Agency for Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla Counties with the Florida Commission for the Transportation Disadvantaged.

3. The BOARD’S Registered Agent in Florida is Chris Rietow, Executive Director. The Registered Agent’s address: is 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303.

Duly passed and adopted this 26th day of May 2022

BY THE: APALACHEE REGIONAL PLANNING COUNCIL

[Signatures]

Kristin Dozier
ARPC Chair

ATTEST:  

Chris Rietow
Executive Director
The undersigned authorized representative of Apalachee Regional Planning Council (the “Employer”) hereby certifies that the following resolutions were duly adopted by the Employer on May 12, 2022, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that Apalachee Regional Planning Council 401(k) Plan effective January 1, 2022 (the “Plan”), presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan documents.

RESOLVED, that the Employer hereby approves and adopts the Participant Loan Program attached hereto, the terms of which have been amended effective January 1, 2022, as an addendum to the Plan, designed and intended to comply with the Department of Labor Regulations. Notwithstanding any changes to the Participant Loan Program, any existing loans will continue to be governed by the policies in place at the time such loans were made.

RESOLVED, that notwithstanding the Amendment to Implement Hardship Distribution Provisions of the Bipartisan Budget Act of 2018 which has been adopted by the document provider as part of the Newport Group, Inc. Defined Contribution Plan, the Employer desires to amend and supersede said amendment and hereby approves and adopts the Amendment to Implement Hardship Distribution Provisions of the Bipartisan Budget Act of 2018 in the form attached hereto.

RESOLVED, that the appropriate officers are authorized, empowered and directed to do all acts and things necessary or desirable to effectuate the actions authorized herein.

The undersigned further certifies that attached hereto are true copies of the Plan, the Summary Plan Description, the Qualified Domestic Relations Order Procedure and the Funding Policy and Method which are hereby approved and adopted.

Date: May 12, 2022
Signed: Kristin Dozier, Chair

[print name/title]
RESOLUTION #22-07

A RESOLUTION OF THE APLACHEE REGIONAL PLANNING COUNCIL SUPPORTING CREATION OF A STATEWIDE COORDINATED PLANNING AND PRIORITIZATION APPROACH FOR WATER RESOURCE INVESTMENTS MODELLED ON THE FLORIDA TRANSPORTATION COMMISSION; PROVIDING FOR TRANSMITTAL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Apalachee Regional Planning Council is a multi-purpose regional governmental entity with policy responsibility in the areas of economic development, emergency preparedness, resilience, affordable housing, and regional transportation; and

WHEREAS, the Apalachee Regional Planning Council’s geographical area is comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Jefferson and Wakulla counties and the 28 municipalities contained therein; and

WHEREAS, the inlets, estuaries, rivers, lakes, wetlands, and aquifers of the Region are identified as Natural Resources of Regional Significance in the Strategic Regional Policy Plan; and

WHEREAS, a significant roadblock to effectively addressing the water challenges facing Florida is the fractured nature of responsibility for water and the uncoordinated investment of funds to meet our needs; and

WHEREAS, funding at the state level has been subject to shifting legislative priorities and local perspectives rather than a strategic approach, leading to inefficiencies and a growing backlog of needed infrastructure; and

WHEREAS, recognizing this situation, the Water and Environmental Sustainability Committee of the Florida Association of Counties recently proposed modeling state water resource investment on the Florida Transportation Commission and Florida Transportation Plan approach for planning, prioritization, a predictable multi-year capital construction program, and oversight which reliably delivers transportation improvements; and
WHEREAS, coordinated and efficient investment of sufficient state funding for regional systems in concert with local funding of local systems is needed in order to meet water needs and protect water resources and the environment now and into the future.

NOW, THEREFORE, BE IT RESOLVED BY THE APALACHEE REGIONAL PLANNING COUNCIL THAT:

Section 1. The above recitals are declared to be true and correct and are hereby made a part of this Resolution.

Section 2. The Council expresses its support for statutory changes that will lead to coordinated and strategic investment of state funds for water resources using a structure modelled on the Florida Transportation Commission and Florida Transportation Plan.

Section 3. A copy of this Resolution shall be transmitted to the Governor, the President of the Florida Senate, the Speaker of the Florida House of Representatives, the Florida Association of Counties, the Florida League of Cities, and all Regional Planning Councils in Florida.

Section 4. This Resolution shall be effective upon adoption.

DULY ADOPTED by the Apalachee Regional Planning Council this 12th day of May 2022.

Kristin Dozier
Chair

Chris N. Rietow
Executive Director
AGENDA ITEM 6

EXECUTIVE DIRECTOR’S REPORT
Chris Rietow

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

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

   A. **May 2022 Financial Report**
      - May 2022 Budget / Expenditure Report

   B. **June 2022 Financial Report**
      - June 2022 Budget / Expenditure Report

   C. **FY 2021/2122 Summary**
      - FY 2021/2022 Total Revenue / Expense Summary

II. **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.

III. **ARPC Executive Committee Update:** July 28, 2022 Meeting Minutes

IV. **Amendment to the 401(K) Plan (Resolution 2022-10)**

   **ACTIONS NEEDED**

   o *Motion to approve the Financial Reports for: May & June 2022.*

   o *Motion to ratify actions by the ARPC Executive Committee from their July 28, 2022 meeting.*

   o *Motion to approve Resolution 2022-10 to reflect conditions of eligibility to the ARPC 401(K).*
### Apalachee Regional Planning Council

#### Revenue & Expenses 21/22

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#### General Expenses

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#### TOTAL EXPENSES | 2,035,307.60 | 133,178.64 | 149,795.51 | 593,914.58 | 146,067.53 | 284,054.40 | 146,128.73 | 227,161.60 | 154,165.89 | 200,840.72 |

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$ 301,558.80 Balance 10/1/21

$ 26,474.40 Balance 6/30/22
AGENDA ITEM 6 – b – 1
ECONOMIC DEVELOPMENT / COMMUNITY PLANNING PROGRAM
Caroline Smith

Program Staffing Update
ARPC Urban Designer Sharrand Pinder has decided to continue his career at an architectural firm. In his place, a new intern will join the ARPC Economic Development program in Fall 2022.

Comprehensive Economic Development Strategy (CEDS)
ARPC staff has been working on activities related to the five (5) year re-write of the Apalachee Region’s Comprehensive Economic Development Strategy (CEDS), which will cover the years 2022 through 2027. The CEDS is informed by input from the Apalachee CEDS Committee.

Other Technical Assistance
ARPC staff continues to assist regional partners with economic development planning, intergovernmental coordination, COVID-19 economic recovery, grant writing, and other tasks.

FL Dept. of Economic Opportunity (DEO) Competitive Florida Partnership Grant, FY 2021-2022
ARPC staff have finalized grant activities and the associated Economic Development Plans for the two participating Competitive Florida communities—City of Bristol and City of St. Marks.

Above: Image provided by Wakulla Economic Development Council (EDC) in service of the St. Marks Competitive Florida Partnership Grant Project.
FL Dept. of Economic Opportunity (DEO) Competitive Florida Partnership Grant, FY 2021-2022
ARPC staff coordinated with the City of Gretna to apply for a Competitive Florida Partnership Grant under the FY 2022-2023 award cycle. If funded, this grant will enable Gretna to update their Economic Development Strategy, which was revamped a couple of years ago but has not been overhauled in approximately ten (10) years. Grant awards have not yet been announced.

FL DEO Rural Infrastructure Fund (RIF) Grant – Broadband Feasibility Studies
ARPC staff, in partnership with the Florida State University’s (FSU) Department of Urban and Regional Planning (DURP) studio group have continued broadband planning efforts under RIF grant funding for Liberty and Wakulla counties. Broadband feasibility studies for each county are near completion.

Partnership with University of Florida (UF)’s Shimberg Center for Housing Studies
The ARPC and UF Shimberg Center recently partnered with The Data Center, based in Louisiana, on a grant application to the National Academies of Sciences, Engineering, and Medicine (NAS)’s Gulf Research Program under the following funding opportunity: Bridging Knowledge to Action – Using Data to Develop Equitable Outcomes or Solutions to Climate Hazards and Other Disasters. The joint proposal was entitled “Democratizing Data for Equitable Recovery,” which was selected for funding. ARPC staff currently await the final contract and scope of work so that grant activities may begin.

Recent Conference Participation
ARPC staff recently participated in a panel on “Promoting Local and Regional Economic Development with EDA” at the annual Florida League of Cities (FLC) Conference in Hollywood, Florida.

Recent Grant Awards and Applications
ARPC staff submitted two applications on behalf of the ARPC Region to the DEO Community Planning Technical Assistance (CPTA) Grant. The application for a regional broadband planning project was awarded. ARPC staff will kick-off activities in Fall 2022.
Program Summary
As funding through the CARES Act planning grant awarded to the ARPC by the U.S. Department of Commerce’s Economic Development Administration (EDA) winds down, the Disaster Resilience & Recovery Program continues to partner with federal, state, and regional agencies, as well as local government officials, in the implementation of ongoing initiatives in response to Hurricane Michael and the COVID-19 pandemic. Since the May 2022 ARPC Board meeting, the program has maintained local government and regional support and assistance in the following areas:

- Liberty County Communications Infrastructure Plan
- Rural Recreational Economy Alliance (RREA) Prospectus Development
- America the Beautiful Challenge 2022 – Chattahoochee-to-Bristol Trail
- EDA/Economic Innovation Group Case Study: Overcoming Poverty Cycles in Gadsden County

Liberty County Communications Infrastructure Plan
In the wake of Hurricane Michael’s devastation in Liberty County, the Liberty County Board of County Commissioners (BOCC) was awarded a 2021/2022 Community Planning Technical Assistance (CPTA) grant from the FL Dept. of Economic Opportunity (DEO) to further the county’s goals of long-term recovery and resilience by enhancing the county’s communication equipment and infrastructure. The completion of the scope of work culminated in the development of a countywide Communications Infrastructure Plan. This project has now been completed and the requirements of the grant have been satisfied.

The primary objective of the Communications Infrastructure Master Plan identified the necessary equipment and/or infrastructure to enhance and upgrade the county’s communication system providing reliable and effective countywide coverage for all county services including emergency services personnel, law enforcement, county public works employees, and the Liberty County school system. Based on input from a series of workshops with county departmental staff, previous evaluations, and a professional assessment from a qualified communications consultant, it has been determined that the primary approach is to position the county to pursue enhanced integration with the Statewide Law Enforcement Radio System (SLERS). Currently, the Liberty County Sheriff’s Office relies heavily upon the SLERS, which is operated and managed by the FL Dept. of Management Services (DMS). As stated on the DMS website, the SLERS is a unified digital radio network connecting state law enforcement officers and other participating agencies throughout the state. By providing this common communication system, SLERS supports:
Effective interagency, interoperable communications;  
Coordinated communications with local public safety entities;  
A viable solution to radio frequency congestion;  
Replacement of older, agency-specific systems without duplication of effort.

In early 2024, DMS is scheduled to implement and operationalize SLERS 2.0. The upgraded system will be designed to have improved radio coverage, increased channel capacity, and built-in operability to better communicate with local agencies. Users of the upgraded system must be outfitted with capable radio equipment. Radio equipment currently in use will need to be either reprogrammed or replaced. Integrating other county departments on the SLERS will ensure connectivity, continuity, and reliability with this vital communication network during emergency situations. Having access to this system will allow all participating county departments to have the needed connectivity to areas are currently difficult or impossible to cover.

The deployment of SLERS 2.0 will occur in four (4) phases with full implementation scheduled for full operation by 2024:

- **Phase I:** Southwest Florida
- **Phase II:** South/Central Florida and East Coast
- **Phase III:** North Central/Northeast Florida and Capital Area
- **Phase IV:** Florida Panhandle (west of the Capital Area)

Currently, only the Liberty County Sheriff’s Office (LCSO) is on the SLERS. Connecting Liberty County Emergency Services, Ambulance Services, Liberty County 911, Fire Control, and other designated departments will close the critical gaps in providing life-saving services to the citizens of Liberty County. Liberty County will be a part of the Phase IV implementation with the primary goal of ensuring that all departments and appropriate local government personnel have access to the SLERS.

**Rural Recreational Economy Alliance (RREA) – Prospectus Development**

The RREA is a regional working group established to support long-term recovery from Hurricane Michael. Originally, the Federal Emergency Management Agency (FEMA) and the U.S. Environmental Protection Agency (EPA) provided support to six (6) cities in the Florida Panhandle with a technical assistance effort called the *Recovery and Resiliency Partnership Project (R²P²)*. As discussed in previous reports, participating jurisdictions in our Region included the cities of Chattahoochee, Marianna, and Quincy.

Work efforts continue to develop a *Regional Recreation Economy Prospectus* document that highlights private investment opportunities to support the Region’s recreation economy. EPA Region 4, the ARPC, and the Emerald Coast Regional Council (ECRC) are providing capacity support for RREA to guide activities in the development of the prospectus in close coordination with city leadership and the RREA participants. The draft prospectus document has been
completed and is in the process of being finalized with participating community leaders on the project.

Above: Cover of the draft RREA prospectus document.

**America the Beautiful Challenge 2022 – Chattahoochee-to-Bristol Trail**

The National Fish and Wildlife Foundation (NFWF) has accepted applications for the *America the Beautiful Challenge*, a public-private grant program designed to support locally led, voluntary ecosystem restoration projects. This program will invest in the restoration of watersheds, forests and grasslands while also working toward other goals consistent with the *America the Beautiful* initiative, including strengthened resilience, equitable access to the outdoors, workforce development, migration corridors, habitat connectivity and collaborative conservation.

The *America the Beautiful Challenge* coordinates funding from multiple federal agencies and private philanthropy into one competitive grant program, following the same conservation approach NFWF has historically used. This streamlines the application process, enabling larger, more impactful cross-boundary projects while making it easier for states, Tribes, territories, local groups, non-governmental organizations, and others to apply for multiple funding sources.
with one application. This is the result of contributions from the U.S. Dept. of the Interior, U.S. Dept. of Agriculture, and U.S. Dept. of Defense, as well as private philanthropy.

The *America the Beautiful Challenge* seeks to advance conservation and restoration projects that are consistent with at least one of the following core areas:

- Conserving and restoring rivers, coasts, wetlands, and watersheds;
- Conserving and restoring forests, grasslands and other important ecosystems that serve as carbon sinks;
- Connecting and reconnecting wildlife corridors, large landscapes, watersheds, and seascapes;
- Improving ecosystem and community resilience to coastal flooding, drought, and other climate-related threats;
- Expanding access to outdoors, particularly in underserved communities;
- Applicants are encouraged to develop large landscape-scale and/or cross-jurisdictional projects that advance existing conservation plans or are informed by Indigenous Traditional Knowledge

The core team of the Rural Recreational Economy Alliance (RREA) has come together to work with the City of Chattahoochee and Chattahoochee Main Street to prepare an application for the planning and construction of the first phase of the Chattahoochee-to-Bristol Trail beginning at the Chattahoochee River Landing on the northern end to Torreya State Park to the south. The application was submitted on July 21, 2022.

**EDA/Economic Innovation Group Case Study: Overcoming Poverty Cycles in Gadsden County**

Gadsden County has been selected to be featured as one of four national case studies that assess the strengths and challenges of communities that have historically had a high-poverty rate. Gadsden County was chosen for both its historical struggles with poverty and its more recent economic momentum. The other three (3) national case studies include: Phoenix, AZ; Big Horn County, MT; and St. Louis, MO.

The ARPC has assisted this effort by facilitating introductions of the Economic Innovation Group (EIG) to economic development stakeholders in Gadsden County. EIG is a bipartisan public policy organization dedicated to forging a more dynamic and inclusive American economy. EIG is currently partnering with the U.S. Department of Commerce, Economic Development Administration (EDA) on an eighteen (18) month federal grant to help EDA create better policies to overcome the cycles of poverty that hold communities back from their full potential.

Through the course of the project, the EDA/EIG team is seeking to learn what works, what does not, and get a sense of what people value in their communities to make future economic development efforts more inclusive. These case studies involve focus groups, site visits, and interviews with people working in the economic and community development spaces within the selected communities. EIG’s nationally recognized research is used by a wide range of
stakeholders that include healthcare providers, academics, private businesses, and various levels of government. Their Distressed Community Index (DCI) examines economic well-being at the zip code level to provide a detailed view of the divided landscape of American prosperity. In addition, their Spatial Inequality Briefer provides a roadmap for policymakers and communities to address longstanding inequality in places. The EIG team made a site visit to Gadsden County on July 13-14, 2022 to meet with countywide economic development leaders and key stakeholders to better understand the County’s strengths and challenges from a leadership perspective. The project is scheduled to be completed by December 2022.
Regional Hazardous Materials Program
The ARPC staffs the Apalachee Local Emergency Planning Committee (LEPC), which is responsible for implementing the federal Emergency Planning and the Community Right-To-Know Act (EPCRA) for the ARPC Region. The four primary activities of the Apalachee LEPC are hazardous materials planning, training, emergency exercises, and public outreach.

Quarterly Meetings
ARPC staff held the most recent meeting of the Apalachee LEPC on June 15, 2022. During the meeting, the LEPC membership discussed the activities that occurred during the previous quarter, as well as future training and exercise opportunities. The next LEPC meeting will be in September of 2022. The location has yet to be determined.

Hazardous Materials Training
The following training sessions were distributed virtually in the Region over the past quarter:

- Ethanol Safety & Steel Drum 101 (TRANSCAER)
- Ethanol Training & Emergency Response (TRANSCAER)
- Steel Drum 101 Webinar for First Responders, Train-the-Trainer (TRANSCAER)
- Ethanol Emergency Response - Train the Trainer Webinar (TRANSCAER)

The following trainings were held in the Apalachee LEPC district since the last ARPC Board meeting:

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/22</td>
<td>4-Hr HazMat Awareness</td>
<td>9</td>
</tr>
<tr>
<td>06/29/22</td>
<td>8-Hr Detection and Rapid Analysis of Hazardous Materials</td>
<td>17</td>
</tr>
<tr>
<td>08/16/22</td>
<td>4-Hr HazMat Awareness</td>
<td>8</td>
</tr>
</tbody>
</table>

The following trainings are scheduled to be held in the Apalachee LEPC region during this quarter:

- City of Tallahassee will be hosting six 8-Hour HAZWOPER Technician Refresher course for the Purdom and Hopkins Power Plants.

Hazard Analysis
ARPC staff completed the second deliverable of the 2021-2022 Hazard Analysis Contract. This includes performing approximately thirty (30) site visits to those facilities storing extremely hazardous substances across the Apalachee Region to ensure first responder and public safety in the event of a chemical release.
Commodity Flow Study
As part of the Hazardous Materials Emergency Preparedness (HMEP) Grant, ARPC staff continues the 2022 Apalachee LEPC Commodity Flow Study. This is a transportation flow study of the hazardous materials shipped through the nine-county district. The information collected will be added to the 2022 LEPC Regional Hazardous Material Response Plan and will provide first responders details as to the most shipped hazardous materials through the Region.

Big Bend Healthcare Coalition (BBHCC)
ARPC staffs the Big Bend Healthcare Coalition (BBHCC), which held its most recent general membership meeting on June 7, 2022, with more than seventy (70) participants from throughout the Region. During the meeting, the National Weather Service in Tallahassee provided an outlook for the 2022 Atlantic Hurricane Season, and the FL Dept. of Health (FDOH) in Leon County briefed the membership on Special Needs Shelter operations. The next BBHCC general membership meeting is scheduled for September 6, 2022.

The BBHCC continues to support its regional healthcare partners through regional plan development, training and exercise opportunities, and member project programs.

Training and Exercises
On June 1\textsuperscript{st}, the BBHCC hosted the first ever Medical Response and Surge Exercise (MRSE) in the region at the direction of the Assistant Secretary of Preparedness and Response (ASPR). The premise of the exercise was to evaluate the Apalachee Region’s medical surge response capabilities in real-time based on a simulated scenario. Participants in the region included Hospitals, EMS, Fire, Public Health, and Emergency Management agencies.

The BBHCC also took part in “Operation Timberwolf” (see details below) on July 28, 2022. Staff functioned as Exercise Controllers for the Family Reunification site at Godby High School, while members participated in response roles both at the Active Assailant site and at the Family Reunification site.

BBHCC Coordinator Christian Levings sits on the Florida Healthcare Coalition Training Working Group and has collaborated with several other HCC staff members around the State to help organize virtual training opportunities for HCC members. BBHCC members will have the opportunity to train in Hospital Incident Command System; Mass Casualty Incident Response; Health Sector Emergency Preparedness: Planning, Response, and Recovery; Healthcare Facility Preparedness; Management of Radiological and Nuclear Incidents; Crisis Standards of Care and Treatment Decision Making; Medical Surge Management; and Critical Incident Stress Debriefing.

Wakulla County Disaster Risk Analysis Plan
The ARPC assisted Wakulla County to secure a grant to develop a Disaster Risk Analysis Plan. The plan will provide a vulnerability assessment that considers future impacts of freshwater
flooding and sea level rise and includes an outreach component to inform the public of the potential impacts. The project is scheduled to begin in May 2022 and should take approximately eighteen (18) months to complete.

Leon County Sheriff’s Office Family Reunification Full-Scale Exercise – “Operation Timberwolf”

On July 28, 2022, in coordination with the Leon County Sheriff’s Office (LCSO), the ARPC coordinated “Operation Timberwolf”, a multi-location family reunification full-scale exercise. The exercise began as an active-assailant exercise event at Lawton Chiles High School in Tallahassee. After law enforcement secured the school, LCSO Special Weapons and Tactics (SWAT) and Tallahassee Police Department Tactical Apprehension and Control (TAC) teams escorted student-actors to pick-up zones where Leon County School buses then transported them to Godby High School. Once at Godby, students were escorted through the reunification process outlined in the Leon County Sheriff’s Office Active Assailant Family Reunification Plan for Schools. The exercise had more than 170 participants from ten different agencies ranging from the municipal Tallahassee Police Department to the U.S. Marshal Services.

Above: Image taken during the “Operation Timberwolf” full-scale family reunification exercise.
AGENDA ITEM 6 – b – 4

REVOLVING LOAN FUND (RLF) REPORT
Legacy, CARES Act & REVIVE! RLFs
Jana Williams

General RLF Program Updates
Revolving Loan Servicing Software from Grants Management Systems, Inc.
The ARPC RLF Program, consisting of three RLFs, is now servicing thirty-six (36) loans. To help streamline loan servicing and administration, ARPC staff will be installing and implementing a new loan servicing software system in August. The software was recommended by the South Florida Regional Planning Council, who also uses it to manage their RLF program.

Loan Underwriting Review Panel Search
ARPC staff is requesting assistance from ARPC Board members to identify appropriate and willing professionals to join a voluntary, third-party RLF loan application review panel. This small panel of professionals would lend their professional expertise to review loan applications prior to their presentation before the Executive Committee. Suggested members include accountant(s); professional(s) from the Jim Moran College of Entrepreneurship or other regional business schools; and lender(s) from traditional banks and/or credit unions. Please submit panel member recommendations to Rick McCraw (rmccraw@arpc.org).

Staff Transition
Jana Williams, current RLF Program Manager, will be leaving the ARPC at the end of August to pursue a Neighborhood Coordinator position with the City of Tallahassee’s Dept. of Neighborhood Affairs. Melissa Franklin and Rick McCraw, fellow ARPC staff members, will be assisting with RLF program management duties until a new program manager has been named.

ARPC REVIVE! RLF: The Regional Economies Vested in Vital Enterprises (REVIVE!) program is a $1 million Revolving Loan Fund (RLF) to help establish new businesses and create employment opportunities or expand existing businesses and save existing jobs in Leon County/Tallahassee. As of 07/31/22, there are seven (7) active loans in the REVIVE! RLF and $565,000 has been disbursed. Eligible small businesses are encouraged to apply, as there is still funding available.

New Loan Applications
ARPC staff continues to promote the program to women- and minority-owned business owners in Leon County/Tallahassee and guide loan applicants through the REVIVE! RLF loan application process.
Approved Loan Applications
The ARPC Executive Committee approved one (1) REVIVE! RLF loan (totaling $45,000) at their most recent meeting, which occurred on July 28, 2022.

Table 1. Newly Approved REVIVE! Revolving Loan Fund Recipient

<table>
<thead>
<tr>
<th>Business Name</th>
<th>County</th>
<th>Loan Amt</th>
<th>Loan Closed in</th>
<th>Purpose of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phenomenal Tresses, LLC</td>
<td>Leon</td>
<td>$45,000</td>
<td>August 2022*</td>
<td>To be used for inventory and working capital.</td>
</tr>
</tbody>
</table>

*Anticipated closing date

Phenomenal Tresses, LLC: In February 2022, the ARPC approved a loan of $45,000 to Thamar Williams, owner of Phenomenal Tresses, LLC, a Tallahassee-based minority/woman owned business that has been in operation since 2014. Soon after approval, a title issue involving the collateral derailed the continuation of the loan process. Fortunately, the collateral issue has since been resolved and the ARPC Executive Committee re-approved the $45,000 loan to Ms. Williams.

In addition to styling hair for African American women (ages eight and over), Ms. Williams is also the teacher and leader of a youth braiding camp and sells wigs, hair bundles, and her own custom all-natural line of hair products for adults and for kids. The loan proceeds will be used for inventory and working capital. As a result of this loan, the business will retain its (4) existing full-time jobs and Ms. Williams plans to create two (2) additional positions.

ARPC Legacy RLF: The Legacy RLF program launched in 1984 with an initial Economic Development Administration (EDA) award of $1 million and an ARPC match through a Community Development Block Grant (CDBG) of $335,000. Over the past 37 years, the ARPC has transformed the original sum of money into over $5 million dollars of loans to small businesses within the rural communities of the Apalachee Region.

Summary Status
As of 07/31/22, there are thirteen (13) active loans in the ARPC Legacy RLF and there is approximately $83,234,36 in unobligated funds available for lending in the Legacy RLF. Currently, the main priorities for ARPC staff regarding the Legacy RLF is to service the existing loans and provide technical assistance (upon request) to the Legacy RLF borrowers.

Above: Ms. Williams at her salon.
Defederalization
In January 2021, the ARPC was invited by the EDA to request release of the EDA’s federal interest in the Legacy RLF because: (1) more than seven years has passed since the final EDA disbursement of Legacy award funds the ARPC; (2) the ARPC has complied with the terms and conditions of the RLF award; and (3) the ARPC plans to use the interest funds to continue operating the Legacy RLF. ARPC staff has drafted the initial documentation required to begin the defederalization process and will submit it to the EDA by the end of August.

ARPC CARES Act RLF: The CARES Act Revolving Loan Fund (RLF) program is a Revolving Loan Fund (RLF) seeking to provide small business owners within the Apalachee Region with gap financing to help them survive and recover from the impacts of the pandemic. Beginning with a balance of $580,000, all the CARES Act funds have been disbursed, thus meeting the June 2022 deadline stipulated by the Economic Development Administration (EDA).

Summary Status
As of 07/31/22, there are thirteen (13) active loans in the ARPC CARES Act RLF and there is approximately $58,547.47 in unobligated funds available for lending in the CARES Act RLF. Currently, the main priorities for ARPC staff regarding the CARES Act RLF is to service the existing loans and provide technical assistance (upon request) to the CARES Act RLF borrowers.
Transportation Disadvantaged (TD) Program
ARPC staff has completed and billed for all fourth quarter TD deliverables for FY 2021-2022. ARPC staff is now gearing up for the new FY 2022-2023 grant year. All grant agreements have been submitted to the Commission for the Transportation Disadvantaged (CTD) and staff is preparing for the first quarter meetings of the TD Local Coordinating Boards in all nine (9) counties. Items on this quarter’s agenda include reviewing the Bylaws, Complaint and Grievance Procedures, and reviewing the Actual Expenditure Reports, in addition to adopting new TD Service Plans for the newly designated Community Transportation Coordinators and a review of each county’s quarterly reports. Meetings are open to the public and meeting notices are published in each local county newspaper, as well as on the ARPC website. A meeting calendar for the remainder of Fiscal Year 2022-2023 is provided below, in Table 1.

### Table 1: Transportation Disadvantaged Coordinating Boards: 2022 - 2023 Meeting Calendar

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>SEPTEMBER 2022</th>
<th>NOVEMBER 2022</th>
<th>FEBRUARY 2023</th>
<th>JUNE 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun</td>
<td>13 Tuesday</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Franklin</td>
<td>14 Wednesday</td>
<td>16 Wednesday</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Gadsden</td>
<td>15 Thursday</td>
<td>10 Thursday</td>
<td>16 Thursday</td>
<td>15 Thursday</td>
</tr>
<tr>
<td>Gulf</td>
<td>14 Wednesday</td>
<td>16 Wednesday</td>
<td>8 Wednesday</td>
<td>7 Wednesday</td>
</tr>
<tr>
<td>Jackson</td>
<td>13 Tuesday</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Jefferson</td>
<td>15 Thursday</td>
<td>10 Thursday</td>
<td>16 Thursday</td>
<td>15 Thursday</td>
</tr>
<tr>
<td>Leon</td>
<td>21 Wednesday</td>
<td>9 Tuesday</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
<tr>
<td>Liberty</td>
<td>13 Tuesday</td>
<td>15 Tuesday</td>
<td>7 Tuesday</td>
<td>6 Tuesday</td>
</tr>
<tr>
<td>Wakulla</td>
<td>21 Wednesday</td>
<td>9 Tuesday</td>
<td>15 Wednesday</td>
<td>14 Wednesday</td>
</tr>
</tbody>
</table>

Regional Commuter Assistance Program
*RideOn Commuter Services* is the Regional Commuter Assistance Program for the FL Dept. of Transportation (FDOT) District 3 (D3). Commuter Assistance Programs offer free transportation consulting to local governments, employers, community stakeholders, and individuals. The program mission is to improve mobility in ways that are both economically beneficial and environmentally sustainable. ARPC/RideOn staffs a toll-free hotline (1-888-454-RIDE) with information about various programs, local transit services, and other regional partners. To
follow RideOn activities and events, visit Facebook at: https://www.facebook.com/RideOnTogether; download the RideOn App; or visit the website at: www.RideOnTogether.org.

North Florida Wildflower Festival
ARPC staff member Pat Maurer partnered with Calhoun County Transit at this annual regional event held in Blountstown, FL. An estimated two hundred visitors received RideOn incentive items and transit program information.

Right: RideOn at the N. FL Wildflower Festival.

Liberty County Build-a-Bucket
Pat Maurer traveled to Bristol, FL to attend Liberty County Emergency Management’s Build-a-Bucket hurricane readiness event. In addition to pocket first-aid kits, Ms. Maurer also shared RideOn program information, as gas prices in Liberty County are among the highest in the State.

Left: These RideOn flyers were handed out at the Build-a-Bucket event in Bristol, FL.

Outreach to Correctional Facilities
As a major employer in our rural counties, the FL Dept. of Corrections faces hiring challenges in the current tight labor market. Kwentin Eastberg and Pat Maurer called on the wardens of the prisons in Liberty and Calhoun Counties to introduce them to the RideOn program and how it can be used to incentivize new hires. Offering transportation assistance provides a no-cost addition to an employer’s benefits package, while also expanding the range of their recruiting efforts by introducing affordable options for long-distance commuters. Outreach in our other counties is ongoing.

Working Well
Pat Maurer staffed the RideOn exhibit at the 2022 Annual CEO Meeting of Working Well, a regional coalition of employers who implement a variety of programs and strategies in an integrated approach to employee well-being. Over two hundred local business leaders were in attendance, including VIP guest, Tallahassee Mayor John Dailey.

Right: Working Well event poster.
Leon Works Expo & SHRM Conference
The RideOn exhibit also made annual appearances this past spring at the Big Bend Chapter of the Society for Human Resource Management, and the Leon Works Expo, which drew over five hundred (500) job seekers from across the Region.

Mobility Week 2022
Planning is now underway for local events to be held during the Statewide Mobility Week campaign, October 21-28, 2022. Staff has met with several partners who have participated in previous campaigns and coordination has begun regarding this year’s activities in the Region.

Sustainable Tallahassee has already committed to holding an “E-bike Expo” where visitors can talk with e-bike owners, see the latest models on offer locally, and even take one for a spin! RideOn will be there to provide a free bike helmet to anyone who needs it.

Additional Program Area Information
ARPC staff has completed work on the Gadsden County Planning Department’s update of the Transportation Element of their Comprehensive Plan. The project is now set to be presented by the County’s planning staff to the Board of County Commissioners for approval and inclusion of their work within the County’s Comprehensive Plan update.

Finally, Mr. Eastberg and Ms. Maurer continue to serve on the Capital Region Transportation Planning Agency (CRTPA)’s Technical Advisory Committee, representing the ARPC and RideOn, respectively. Ms. Maurer is also an active member of the Leon County Community Traffic Safety Team and the Transportation & Land Use Committee of Sustainable Tallahassee.
ENVIRONMENTAL PLANNING PROGRAM
Josh Adams - Evan Blythe

Franklin-98 (F-98) Living Shoreline Resiliency Project
U.S. Army Corps of Engineers (USACE) and FL Dept. of Environmental Protection (FDEP) permits have been received and project construction is expected to begin in October 2022. The next steps for the project entail the solicitation of a qualified marine contractor to mobilize, supply, stage, and install materials. This stage of the project falls within the dormant period of seagrass, which makes it an optimal time for reef installation as the seagrass will not be disturbed. Once reef materials are installed, and once the coastal sediment dynamics stabilize, marsh grass (*Spartina alterniflora*) will be planted behind the reef. The marsh plantings are anticipated to be completed by the Conservation Corps of the Forgotten Coast.

Above: WSP scientists conduct annual monitoring in August 2022.

Above: Oyster colonization is promising, even after a hot summer; images taken at low tide.
**Apalachee Strong – Resilience Collaborative**
The Regional Vulnerability Assessment (VA) has been completed, with deliverables under review by the FL Dept. of Environmental Protection (DEP). The Regional VA has been approved to meet State Statute 380.093 – with critical assets mapped for ARPC’s nine member counties, showing the vulnerability of those assets to current and projected flooding. Data will be made fully available once approved by DEP.

Next, ARPC staff is partnering with the City of Carrabelle to continue work conducted during the 2021-2022 Regional VA, as it is the priority of DEP is to facilitate the completion of VAs for all Florida municipalities. ARPC, contingent on a resiliency grant award, will complete work to satisfy DEP’s requirements. This project will also look to create online maps for the nine counties that ARPC serves. These online maps will give county staffs the ability to view and interface with VA data. This tool will be available for three years.

**Wakulla Community Rating System & Adaptation Plan**
ARPC has completed a *Document Review and Gap Analysis* of Wakulla County, Sopchoppy and the City of Saint Marks. The results of the analyses will assist in generating a series of maps that will show the potential risks associated with severe storms and flooding. The next steps are to complete the maps and develop a document highlighting the findings.
Wakulla Community Development Block Grant (CDBG)
ARPC staff recently developed several maps showing identified shelter locations for Wakulla County (Figure 1). Additionally, a series of five (5) maps were also rendered to show the projected inundation scenario for each hurricane category (Figure 2).

![Map of Wakulla County Potential Shelter Locations](image)

*Figure 1: Six shelter locations identified and categorized as "At Risk and Host" in Wakulla County.*
Figure 2: A series of inundation scenarios showing the projected depth of storm surges during CAT 1, 2, 3, 4, and 5 hurricanes.
Figure 3, below, depicts the storm surge zones in Wakulla County along with an overlay of the County’s shelter locations.

Figure 3: Storm surge zones in Wakulla County with an overlay of its shelter locations.

The base layer in used in the below map (Figure 4) depicts the established FEMA flood zones. This map depicts the flood zone areas for each Wakulla County shelter location.

Figure 4: Flood zone areas for each Wakulla County shelter location.
Emergency Management Mapping
ARPC staff provided technical assistance in editing the School Floor Plan of Godby High School in Tallahassee, FL (Figure 5). New information incorporated into the floorplan included Entrance and Exit arrows, a first-aid station area, and the assignment of buildings. This map was used during the Operation Timberwolf Family Reunification exercise on July 28, 2022.

Figure 5: Updated floor plan for Godby High School as of July 26, 2022.

INUNDATION SCENARIOS FOR FSU COASTAL & MARINE LABORATORY
Several inundation scenario maps were developed as requested by the FSU Coastal & Marine Laboratory (see Figures 6 through 10, below).
Figure 6. Projected Storm Surge Depth Category 2 Hurricane

Figure 7. Projected Storm Surge Depth Category 1 Hurricane
Figure 8.

Figure 9.
HAVANA ZONING MAP

ARPC staff developed an online map showing two versions of the Zoning Map of the Town of Havana. This online platform will be used during discussions with key members of the Town to correct/update/compare the existing and updated zoning district categories. The map can be viewed using this link: https://arcg.is/1TyTTP1. Below is a

Figure 10. HAVANA ZONING MAP

Figure 11: Screen shot images of the sliding Havana Zoning Map that is available online.
Calhoun County Hurricane Housing Recovery Program (HHRP)
ARPC staff continues to provide housing recovery assistance, via the Hurricane Housing Recovery Program (HHRP), to Calhoun County residents impacted by Hurricane Michael in 2018. Initially, ninety-eight (98) residents were conditionally approved to receive housing assistance under the HHRP. Fifty-six (56) residents were officially approved with a total of eighteen (18) projects in progress and thirty-eight (38) projects that have been completed. Qualified Calhoun County residents are assisted through the following strategies identified by the Calhoun County Board of County Commissioners (BoCC) in the Local Housing Assistance Plan (LHAP):

LHAP Strategies
- Purchase Assistance
- Owner-Occupied Housing Rehabilitation/Repairs
- Demolition/Reconstruction
- Foreclosure Prevention/Mortgage Assistance
- Land Acquisition and Construction (Mobile Home Placement)

ARPC staff is currently working to assist seven (7) total residents in Calhoun County. These projects are inclusive of the following strategies:

- One (1) Land Acquisition and Construction
- Two (2) Rehabilitation projects
- Four (4) new Mobile Home purchases that are representative of all Commission Districts

The mobile home purchases are being completed by working with both U.S. Mobile Homes and Family Home Center of Dothan. These manufacturing companies have been excellent in communication with ARPC staff during this process and have been very accommodating to keep this program moving forward.

ARPC staff and the Calhoun BoCC are especially appreciative of the contractors who have performed rehabilitation and repair work on these homes. Throughout the program, ARPC staff has maintained a list of six (6) qualified contractors who have been awarded bids.
The HHRP in Calhoun County completed a pre-bid conference/contractor walkthrough on May 5, 2022. Five homes for rehabilitation were included and five contractors attended. Two of the projects are almost complete and one project has been completed. Currently, one project is pending, and one resident received housing assistance through another organization.

**Calhoun County State Housing Initiatives Partnership (SHIP)**

Calhoun County receives an annual allocation of $350,000 from the Sadowski Trust Fund (Florida Housing Finance Corporation) to assist residents in addressing housing repairs that impact life, safety, and code. The program also serves as a vehicle to assist first-time home buyers with closing costs, as well as residents who have fallen behind on mortgage payments and are at-risk for foreclosure (Foreclosure Prevention Program).

ARPC staff has been working diligently to continue providing housing assistance to Calhoun County residents who qualify for SHIP. The process for applying has been refined and now includes a pre-screening questionnaire prior to receiving an application. The new Local Housing Assistance Plan (LHAP 2022-2025), which outlines the County’s plan and strategies for addressing housing matters, was accepted and approved by the Florida Housing Finance Corporation and has been posted to their website. SHIP recently completed one rehabilitation project and one purchase assistance project. The Purchase Assistance program awarded $5,000 to a resident (first-time homeowner) toward the purchase of a new home.

**Wakulla County Community Development Block Grant - Mitigation**

In July 2020, two applications were submitted to the FL Dept. of Economic Opportunity (DEO) for the Community Development Block Grant-Mitigation (CBDG-MIT) on behalf of Wakulla County. The grant applications were proposals for the development of a county-wide Shelter Plan and a Disaster Risk Analysis and Adaptation Plan, respectively. In January 2021, Governor DeSantis announced $20 million in awards, including both Wakulla proposals.

1. **Shelter Plan**: $75,000 in CDBG-MIT (Community Development Block Grant - Mitigation) funding was awarded for the purpose of developing a Shelter Plan, which will enhance resiliency planning efforts and better equip Wakulla County in the provision of sufficient, safe, and effective sheltering for individuals in the event of a natural disaster or other emergency event.
2. **Disaster Risk Analysis and Adaptation Plan**: $75,000 in CDBG-MIT (Community Development Block Grant - Mitigation) funding was awarded for the purpose of enhancing resiliency planning efforts through an update of Wakulla County’s *Disaster Risk Analysis and Adaptation Plan*, which will include an analysis of potential hazards and an evaluation of existing conditions of the County’s physical, social, economic, and environmental vulnerabilities.

The agreement for the *Shelter Plan* was fully executed on December 13, 2021, and work is in progress toward completing deliverables. As a part of Deliverable 1, ARPC completed two public meetings to inform residents about the plan and encourage feedback and participation. Staff also performed site visits to current and potential shelter sites to assess capacity and needs. The first deliverable was submitted to the County in July 2022 for review. The final draft is being completed and will be submitted back to the County for review and approval.

**Jackson County State Housing Initiatives Partnership (SHIP)**
Since July 2021, the ARPC has been working with Jackson County residents to coordinate needed housing repairs, as well as to assist first-time home buyers with purchasing a home. Jackson County recently received a boost in their SHIP allocation, increasing their minimum allocation of $350,000 to $464,293.

Earlier this year, ARPC staff currently completed a pre-bid conference that included six (6) homes for rehabilitation. Four (4) homes received acceptable bids and were awarded. Two (2) homes have reached completion and two (2) are pending completion over the next few weeks. Additional walk-throughs will also take place over the next few months. Notably, ARPC staff, on behalf of Jackson County, partnered with Habitat for Humanity of Jackson County to purchase a home for Ms. Tracey Martin Tanner. The home was built by Habitat for Humanity, and the Jackson County SHIP program provided $10,000 toward down payment.
ARPC General Communications
ARPC staff developed and distributed the May 2022 Board Notes and continues to manage ARPC social media engagement, as well as website updates and document uploads. All websites (ARPC, BBHCC, and 850 Hemp) are monitored for updates on a weekly basis. In addition, ARPC staff provides general graphics and communications support throughout the organization’s numerous programs and projects; developing informative, professional, and eye-catching materials as needed.

In June, ARPC staff participated in the Juneteenth Festival at Cascades Park in Tallahassee, Florida. The festival was well attended and ARPC staff had an opportunity to engage with the community and share information regarding the ARPC RLF program. In addition, ARPC staff spoke with numerous attendees about the many benefits of industrial hemp and its cultivation can benefit the agricultural economy of the Apalachee Region.

Leon County Sherriff’s Office Family Reunification Exercise
ARPC staff assisted with the Leon County Sherriff’s Office Family Reunification Exercises (both the tabletop exercise in May as well as the full-scale exercise in June). Staff developed graphics as needed and photographed the exercises throughout both days. These exercises are a vital step in being prepared for incidents involving active threat(s)/criminal mass casualty events, and for law enforcement to respond and coordinate the debriefing, evidence collection, and reunification process quickly and effectively.
RideOn

Each fall, the FL Dept. of Transportation hosts a statewide Mobility Week to promote and celebrate safe, multimodal transportation choices. Partner agencies from across the state host events and offer special programming to encourage Floridians to explore new and sustainable transportation options. Mobility Week 2022 is scheduled for the week of October 21st-28th and ARPC staff is busy planning and preparing for an excellent week of promoting safe and sustainable transportation choices!

ARPC staff recently developed a new brochure for Wakulla Transportation. Additionally, ARPC staff is developing promotional materials to inform students, employers, and employees about the benefits of the RideOn program.
Item 1. Welcome and Introductions
Chair Dozier called the meeting to order at 10:08 am. As this was a virtual meeting, roll call was digitally recorded via the GoToMeeting platform. Chair Dozier welcomed all attendees.

ARPC Executive Committee Members in Attendance
Kristin Dozier, Chair  Leon County Commissioner
Ricky Jones, Vice-Chair  Franklin County Commissioner
John Jones, Past Chair  City of Monticello Councilman
Jack Porter, COT Representative  City of Tallahassee Commissioner
Lisa Miller, FRCA Policy Board Rep Governor’s Appointee (Leon County)

ARPC Staff in Attendance
Chris Rietow  Executive Director
Monica Pitts  Finance & HR Director
Jana Williams  RLF Manager
Rick McCraw  Economic Development Planner
Josh Pasqualone  ARPC Legal Counsel

Mr. Rietow introduced Rick McCraw to the Executive Committee. Mr. McCraw will be helping manage the ARPC RLF Program while the ARPC finds a replacement for Jana Williams, who will be resigning from the RLF Manager position at the end of August.

Item 2. Approval of Minutes
Approval of the May 12, 2022 Executive Committee meeting minutes occurred at the May 26, 2022 Full Board ARPC Meeting.

Item 3. REVIVE! RLF Applications
a. Phenomenal Tresses, LLC – Leon County: ARPC staff recommended approval of a loan request for $45,000 from Thamar Williams, amortized for a period of 10 years at 5% interest with a monthly payment of approximately $500.00 beginning on November 1, 2022. ARPC staff also recommended that the ARPC take a first mortgage on a 1,553 sq ft residential home in Crawfordville, FL (Parcel ID: 00-00-034-012-09553-012) as collateral and for the loan to be funded from the REVIVE! RLF.

A motion was made by Commissioner Ricky Jones to approve the REVIVE! RLF loan for Thamar Williams and her salon, Phenomenal Tresses, LLC. The motion was seconded by Councilman John Jones. A vote was held, and the motion carried unanimously.
Item 4. RLF Program Updates

a. Legacy RLF Defederalization: Ms. Williams informed the Executive Committee that the ARPC was invited by the Economic Development Administration (EDA) to request release of the EDA’s federal interest in the Legacy RLF. Defederalization of this fund will provide the ARPC with greater flexibility regarding future lending decisions involving unobligated Legacy funds. As such, ARPC staff is initiating efforts to begin this defederalization process.

b. RLSS platform from Grants Management Systems, Inc.: The ARPC RLF Program, consisting of three RLFs, is now servicing thirty-six loans. To help streamline loan servicing and administration ARPC staff has recommended the purchase of Revolving Loan Servicing Software (RLSS) from Grants Management Systems, Inc. The South FL RPC also utilizes this system to manage their loans and highly recommended the software platform to ARPC.

   A motion was made by Commissioner Ricky Jones to approve purchase of the software at a price no greater than $9,000.00. The motion was seconded by Councilman John Jones. A vote was held, and the motion carried unanimously.

c. CARES Act Borrowers - Past Due: Dansby Trucking is five months past due on loan payments. Rutabaga Café is six months past due on loan payments on their first loan and three months past due on their 90-day loan. ARPC staff will investigate best practices regarding codifying the process for handling delinquent payments and report back to the Executive Committee at the next meeting. In the meantime, the Executive Committee agreed that Good Faith payment letters shall be sent to Dansby Trucking and Rutabaga Café (Loan #1) from the ARPC Executive Director; and a Past Due letter from ARPC Legal Counsel will be sent to Rutabaga Café concerning their 90-day loan (Loan #2).

   A motion was made by Commissioner Ricky Jones to approve Good Faith letters, signed by the ARPC Executive Director, to be sent to Dansby Trucking and Rutabaga Café-Loan #1; and a Past Due letter to be sent to Rutabaga Café-Loan #2, signed by the ARPC Legal Counsel. The motion was seconded by Councilman John Jones. A vote was held, and the motion carried unanimously.

d. Loan Underwriting Review Panel: ARPC staff recommended that it would be helpful during the loan application review process to rely on a small panel of outside professionals (on a volunteer basis) who can provide a ‘third-party professional’ review based on their expertise prior to presentation of the loan before the Executive Committee. Suggested members include accountant(s); professional(s) from the Jim Moran College of Entrepreneurship or other academic institutions; and lender(s) from traditional banks and/or credit unions.

   A motion was made by Commissioner Ricky Jones for ARPC staff to formulate policy establishing a framework regarding the roles and responsibilities of such a loan underwriting review panel, as well as a strategy regarding how to move forward and
reach out to potential panel volunteers. The motion was seconded by Councilman John Jones. A vote was held, and the motion carried unanimously.

Item 5. Amendment to FY 21-22 Budget
a. Chris Rietow and Monica Pitts informed the Executive Committee on the adjustments to the FY 21-22 Budget that reflect additional contracts, grants, and expenditures.

A motion was made by Commissioner Ricky Jones to approve the Amendment to the FY 21-22 Budget. The motion was seconded by Commissioner John Jones. A vote was held, and the motion carried unanimously.

Item 6. ARPC Bylaws Update
a. The Executive Committee discussed minor revisions to the ARPC ByLaws regarding the topics of Executive Director annual review/salary comparison and Public Meetings (based on the new Board Meeting schedule which eliminates the July meeting). The revised ByLaws will be submitted for final approval at a future meeting.

Item 7. Other Business
a. Schedule of 2022 ARPC Full Council Board Meetings, moving forward:
   • Thursday, August 18, 2022 at 10am EST, Holiday Inn & Suites (Tallahassee)
   • Thursday, October 20, 2022 at 10am EST, location TBD
   • Board Appreciation event in December 2022: Date, time and location TBD

b. Next ARPC Executive Committee meeting: Thursday, August 25, 2022 at 10am EST

There being no further business, the meeting was adjourned at 11:46 am.

APPROVED BY: THE APALACHEE REGIONAL PLANNING COUNCIL FULL BOARD MEETING ON August 18, 2022

SIGNER: ATTEST:

Kristin Dozier Chris Rietow
Chair Executive Director
AMENDMENT NUMBER 2022-10
TO THE
APALACHEE REGIONAL PLANNING COUNCIL 401(K) PLAN

Apalachee Regional Planning Council (the “Employer”) hereby adopts this Amendment Number 2022-1 to Apalachee Regional Planning Council 401(k) Plan (the “Plan”) on the date noted below.

WHEREAS, the Employer previously adopted the Plan; and

WHEREAS, the Employer reserves the right to amend said Plan from time to time; and

WHEREAS, the Employer desires to amend the Plan to lower the eligibility service requirement from 1 Year of Service to 90 days of service.

NOW, THEREFORE, effective September 1, 2022, the Plan is amended by replacing the Adoption Agreement section(s) as noted below with the following language:

14. CONDITIONS OF ELIGIBILITY (Plan Section 3.1)

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<td>d. [ ] No age and service required</td>
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<td>e. [ ] Age 20 1/2</td>
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<td>f. [ ] Age 21</td>
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<td>g. [ ] Age _____ (may not exceed 21)</td>
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<td>h. [ ] _____ (not to exceed 12) months of service (elapsed time)</td>
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<td>i. [ ] 1 Year of Service</td>
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<td>j. [ ] 2 Years of Service</td>
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<td>k. [ ] _____ (not to exceed 12) consecutive month period from the Eligible Employee’s employment commencement date and during which at least _____ (not to exceed 1,000) Hours of Service are completed. If an Eligible Employee does not complete the stated Hours of Service during the specified time period, the Employee is subject to the 1 Year of Service requirement in i. above.</td>
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<td>l. [ ] _____ (not to exceed 12) consecutive months of employment from the Eligible Employee’s employment commencement date. If an Eligible Employee does not complete the stated number of months, the Employee is subject to the 1 Year of Service requirement in i. above.</td>
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<td>m. [X] Other: 90 days of service (elapsed time) (e.g., date on which 1,000 Hours of Service is completed within the computation period) (must satisfy the Notes below)</td>
<td>[X] OR [ ]</td>
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NOTE: For 401(k) Plans - Unless otherwise specified in this Section, Elective Deferrals include Roth Elective Deferrals, after-tax voluntary Employee contributions, and rollover contributions (unless otherwise selected at Question 43); Matching includes QMACs; and Nonelective includes QNECs. "ADP test safe harbor contributions" (SH) (including those made pursuant to a QACA) and SIMPLE 401(k) contributions are subject to the conditions for Elective Deferrals except as provided in Question 28.
n. [ ] Other: ________________ (e.g., date on which 1,000 Hours of Service is completed within the computation period) (must specify contributions to which conditions apply and satisfy the Notes below)

NOTE: If m. or n. is selected, the condition must be an age or service requirement that is definitely determinable and may not exceed age 21 and for Elective Deferrals, 1 Year of Service; for Employer matching and/or Nonelective Contributions, may not exceed 2 Years of Service. If more than 1 Year of Service is required for Employer matching and/or Nonelective Contributions, 100% immediate vesting is required.

NOTE: If the service requirement is or includes a fractional year, then, except in a manner consistent with k., an Employee will not be required to complete any specified number of Hours of Service to receive credit for such fractional year. If expressed in months of service, then an Employee will not be required to complete any specified number of Hours of Service in a particular month, unless selected in k. above. In both cases, the Hours of Service method will be used for the 1 Year of Service override (e.g., options k. and l.) regardless of any contrary selection at Question 17.

NOTE: Year of Service means Period of Service if the elapsed time method is chosen.

Except as amended hereinabove, the Plan shall remain unchanged, and as amended herein, shall continue in full force and effect.

IN WITNESS WHEREOF, the Employer has executed this Amendment this _________ day of ______________________, 2022.

APALACHEE REGIONAL PLANNING COUNCIL

By: ______________________________

Title: Kristin Dozier, Chair
ADOPTING RESOLUTION
FOR
APALACHEE REGIONAL PLANNING COUNCIL

The undersigned authorized representative of Apalachee Regional Planning Council (the “Employer”) hereby certifies that the following resolutions were duly adopted by the Employer on the date specified below, and that such resolutions have not been modified or rescinded as of the signature date below.

RESOLVED, that Apalachee Regional Planning Council 401(k) Plan (“Plan”) be amended as described in Amendment Number 2022-10; and

FURTHER RESOLVED, that the appropriate officers are authorized, empowered and directed to do all acts and things, including adopting a Plan amendment, necessary or desirable to effectuate the actions authorized herein.

APALACHEE REGIONAL PLANNING COUNCIL

By: ________________________________

Title: Executive Director

Date: ______________________________
MONTHLY ACTIVITY REPORT: May 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the April 2022 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*. Updated the FRCA website and Facebook page.
- Updated the email lists for and maintain the email listserv for approximately 2,350 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and webinars:
  - Florida Resilient Coastline Quarterly Forum
  - Rural Economic Development Initiative
- Coordinated with the Florida League of Cities and EDA on a panel at the upcoming annual conference.

ASSOCIATION MANAGEMENT

- Hosted the May FRCA Executive Directors Advisory Committee (EDAC) and prepared for the June EDAC Meeting.
- Prepared for the Summer Policy Board Meeting being held at the Tampa Bay Regional Planning Council on June 10, 2022, which included hosting several coordination meetings and preparing meeting materials.
- Continued to coordinate logistics for the 2022 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.
MONTHLY ACTIVITY REPORT:  June 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized and distributed the May 2022 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*. Updated the FRCA website and Facebook page.
- Updated the email lists for and maintain the email listserv for approximately 2,350 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and webinars:
  - Southwest Florida Regional Planning Council Meeting
  - Florida Collaborative Coordinator Forum
  - Florida Association of Counties Annual Conference
  - Florida Division of Emergency Management State Emergency Shelter Plan Meeting
- Coordinated with the Florida League of Cities and the Economic Development Administration on a panel at the upcoming annual conference.

ASSOCIATION MANAGEMENT

- Hosted the June FRCA Executive Directors Advisory Committee (EDAC) and prepared for the July EDAC Meeting.
- Coordinated and staffed the Summer Policy Board Meeting held at the Tampa Bay Regional Planning Council on June 10, 2022.
- Continued to coordinate logistics for the 2022 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.
MONTHLY ACTIVITY REPORT: July 2022

RESOURCE DEVELOPMENT/CAPACITY BUILDING and OUTREACH

- Organized articles for the July 2022 Florida Regional Councils Association (FRCA) Newsletter, *FRCA Forward*.
- Updated the email lists for and maintained the email listserv for approximately 2,350 individuals who receive *FRCA Forward*.
- Maintained and updated the FRCA website: www.flregionalcouncils.org.
- To enhance partnerships and strengthen the relationship between regional planning councils and their state and federal partners, organized, participated in or attended the following meetings and webinars:
  - Florida Collaborative Coordinator Forum
  - Economic Development Administration Coordination Meeting
  - Southeast Crescent Regional Commission Coordination Meeting
  - 2nd Annual Resiliency Florida Conference – Planning Committee
  - Florida Division of Emergency Management - Statewide Shelter Plan Working Group
- Coordinated with the Florida League of Cities and the Economic Development Administration to serve as moderator for a panel at the upcoming annual conference.

ASSOCIATION MANAGEMENT

- Hosted the July FRCA Executive Directors Advisory Committee (EDAC) and prepared for the August EDAC Meeting.
- Continued to coordinate logistics for the 2022-23 meeting and conference schedule.
- Distributed grant opportunities and information of interest from local, state and national organizations.
Florida Regional Councils Association
Summer Policy Board Meeting

June 10, 2022
8:30 a.m. Breakfast and Networking

9:00 a.m. – 11:30 a.m.

Tampa Bay Regional Planning Council
4000 Gateway Centre Boulevard
Pinellas Park, Florida 33782

and

Zoom -
https://us02web.zoom.us/j/89954634956?pwd=Z3kwcEhpOUpXUHIzQ2xQ5S05TSWtKQT09

AGENDA

9:00 – 9:05 a.m. Call to Order and Policy Board Member Roll Call
Commissioner Kristin Dozier, Apalachee RPC, FRCA President

9:05 – 9:10 a.m. Welcome

9:10 – 9:15 a.m. Consent Agenda
• Approval of the Summer 2021 and Winter 2022 Meeting Summaries
• Approval of the June 10, 2022, Policy Board Meeting Agenda
Commissioner Kristin Dozier, Apalachee RPC, FRCA President

9:15 – 9:35 a.m. Florida Department of Transportation
Jared Perdue, Secretary

9:35 – 9:55 a.m. U.S. Economic Development Administration
Greg Vaday, Economic Development Representative – Florida, USDOC, EDA

9:55 – 10:05 a.m. BREAK
10:05 – 10:10 a.m. Resolutions Recognizing 60th Anniversaries of the East Central Florida and Tampa Bay RPCs

10:10 – 10:15 a.m. FRCA Assembled Financial Statements for Fiscal Year 2020-21
Manny Pumarięga, CPA

10:15 – 10:20 a.m. FRCA Financial Report
Tom Lanahan, Treasure Coast RPC, FRCA EDAC Treasurer

10:20 – 10:30 a.m. FRCA Fiscal Year 2022-23 Proposed Budget* Amendment
Sean Sullivan, Tampa Bay RPC, FRCA EDAC Chair

10:30 – 10:40 a.m. 2022 Legislative Report and 2023 Legislative Agenda
Rana Brown, Ronald L. Book, P.A.
Sean Sullivan, Tampa Bay RPC, FRCA EDAC Chair

10:40 – 10:50 a.m. Election of Officers for 2022-2023 Policy Board Executive Committee
Councilman Scott Black, Tampa Bay RPC, FRCA Nominating Committee Chair

10:50 – 11:20 a.m. Regional Planning Council Report Recent Projects
All Regional Planning Councils

11:20 – 11:30 a.m. Other Business
• Contract with Ron Book, P.A.
• Retirement of Executive Director, Hugh Harling, East Central Florida RPC
Commissioner Kristin Dozier, Apalachee RPC, FRCA President
Sean Sullivan, Chair, FRCA Executive Directors Advisory Committee

Adjourn
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