

Emerald Coast Regional Council Board Meeting Agenda

Chautauqua Hall

95 Circle Dr., DeFuniak Springs, FL 32435

August 27, 2026 11:30 a.m.

<https://attendee.gotowebinar.com/register/8391247799442855776>

Call to Order – Kurvin Qualls, Chair

Prayer and Pledge of Allegiance

Roll Call and Recognition of Online Members – Kurvin Qualls, Chair

PUBLIC FORUM

INFORMATION ITEMS

1. 7-Layer Cake Milestone Achievements

Kandase Lee, CEO ECRC

2. Rural Transportation Program Update

Jill Nobles, Planner ECRC

3. Amendment 3 Update

Steve Vancore, President Clearview Research

ACTION ITEMS

4. Approval of the May 20, 2026 Meeting Minutes

No Presentation

5. Approval of April - June 2026 Financial Statements

No Presentation

6. Resolution ECRC 2026-10, Approval and Adoption of the Regional Rural Transportation Program Public Participation Plan

Rae Emary, Marketing & Outreach Coordinator ECRC

7. Resolution ECRC 2026-11, Approval of the ITS Demonstration Project Design-Build Firm

Kandase Lee, CEO ECRC

8. Resolution ECRC 2026-12, Approval of the RTMC Memorandum of Understanding (MOU)

Kandase Lee, CEO ECRC

9. Evaluation of the Chief Executive Officer

Kurvin Qualls, Chair ECRC

10. Approval and Adoption of the ECRC Budget and Work Program FY 2026-2027

Dawn Schwartz, CFO ECRC

**11. Nomination and Election of Chair & Vice Chair and Executive Committee to Serve
October 1, 2026 – September 30, 2027**

Kurvin Qualls, Chair ECRC

Information Item

1

Agenda Item Number: 1

SUBJECT: 7-Layer Cake Milestone Achievements

BACKGROUND: Safe Streets 4 All – to develop the Emerald Coast Action Plan for the Safe Streets and Road for All grant. This will assist the ECRC and the TPO regions to achieve the target of zero fatalities and serious injuries.

Smart Regions Master Plan – will identify the technology infrastructure needed to deploy to achieve Vision Zero, specifically along the corridors on the high-injury networks.

Data Analytics Plan – to develop an initial data analytics platform for the FL-AL TPO. This plan will use the technology infrastructure in the Smart Regions Master Plan. This will also identify the software needs to connect the infrastructure to the RTMC and the FDOT D3/ITS architecture.

Congestion Elimination Plan– to develop congestion elimination strategies to lower emissions and large-scale congestion elimination.

Plan Implementation – Over a three-year period these strategies will be implemented.

Broadband and Fiber Deployment – a partnership with Escambia County that will utilize all of the top layers of the seven-layer cake for intelligent and technological infrastructure.

Transportation Management Center (TMC) – The bottom layer of the cake and the foundation of the process. The TMC will allow ECRC to continue to work intelligently and strategically to reduce congestion and incidents with signalization control and bring oversight in critical weather and incident conditions.

RECOMMENDED ACTION: This item is for information only. For more information, please contact Kandase Lee at kandase.lee@ecrc.org if more information is needed.

TARGET ZERO 7-LAYER CAKE

COMPLETE

SAFE STREETS 4 ALL

COMPLETE

SMART REGIONS PLAN

COMPLETE

DATA ANALYTICS PLAN

COMPLETE

CONGESTION ELIMINATION PLAN

IN PROGRESS \$11M SECURED

PLAN IMPLEMENTATION

IN PROGRESS \$42.5M SECURED

BROADBAND & FIBER DEPLOYMENT

IN PROGRESS \$22.5M SECURED

**TRANSPORTATION
MANAGEMENT CENTER (TMC)**

Information Item

2

Agenda Item Number: 2

SUBJECT: Rural Transportation Plan Minor Update

BACKGROUND: In February 2021, the Florida Department of Transportation (FDOT) and the Emerald Coast Regional Council (ECRC) began a contractual services agreement to develop the first Regional Rural Transportation Plan for the seven counties served by ECRC. ECRC provides staff support to the Florida-Alabama, Okaloosa-Walton, and Bay County Transportation Planning Organizations (TPOs). The Bay County TPO Metropolitan Planning Area (MPA) boundary includes all of Bay County, while the Florida-Alabama and Okaloosa-Walton TPO MPA boundaries extend through approximately the southern half of Escambia, Santa Rosa, Okaloosa, and Walton counties. The remaining non-MPA areas of Escambia, Santa Rosa, Okaloosa, and Walton counties, along with all of Holmes and Washington counties, make up the Rural Study Area for the Rural Transportation Plan.

A full update to the Rural Transportation Plan is scheduled to begin in 2027. In the meantime, interim updates to the projects included in the plan are needed. The proposed schedule for this minor update is outlined below:

- August 27, 2026: Officially open the minor update process.
- September–October 2026: Conduct public outreach, including a virtual workshop. (date and time to be determined)
- November 2026: RRTP TAC to consider recommending approval of the minor update.
- November 2026: ECRC Board to consider approval of the minor update.

The RRTP can be viewed at www.ecrc.org/RRTP.

RECOMMENDED ACTION: This item is for information only. Contact Jill Nobles, ECRC staff, at jill.nobles@ecrc.org or 850-332-7976 ext. 212 if additional information is needed.

Information Item

3

Information provided at meeting

Action Item

4

**Emerald Coast Regional Council
Meeting Minutes**

The Chautauqua Building
95 Circle Dr, DeFuniak Springs, FL 32435
May 20, 2026, 11:30am



Members Present:

Kurvin Qualls, Governor Appointee, Chair
Councilmember April Sutton, Mary Esther, Vice Chair
Councilmember Jim Bagby, Destin
Tanya Branton, FDOT
Mayor Bob Campbell, DeFuniak Springs
Commissioner Danny Glidewell, Walton Co
Mayor Pam Henderson, Callaway
Mayor Heather Lindsay, Milton
Elizabeth Orr, FLDEP (Virtual)
Commissioner Drew Palmer, Okaloosa Co (Virtual)
Commissioner Daniel Raffield, Bay County (Virtual)
Councilmember Bill Schaetzle, Niceville
Mayor JB Schluter, Gulf Breeze (Virtual)
Councilmember David Schmidt, Ft. Walton Beach (Virtual)
Commissioner Kerry Smith, Santa Rosa Co
J.D. Smith, Governor Appointee
Mayor JB Whitten, Crestview

Members Not Present:

Mayor Tracy Andrews, Chipley
Commissioner Steven Barry, Escambia Co.
Darryl Boudreau, NWFLWMD
Mayor Ben Boutwell, Century
Councilmember Paul Casto, Panama City Beach
Commissioner Doug Crosby, Bay County
Councilmember Casey Jones, Pensacola
Commissioner Carolyn Ketchel, Okaloosa Co
Commissioner Jack Griffis, Springfield
Commissioner Earl Stafford, Holmes County
Commissioner Josh Street, Panama City
Commissioner Steve Stroberger, Escambia Co
Commissioner Colten Wright, Santa Rosa Co

Others Present:

Jeff Abignail, Citizen (Virtual)
Joel Bradley, WarrenAverett (Virtual)
Macy Falcon, Kimley-Horn (Virtual)
Harold Griffin Jr, Ride ITL Cares (Virtual)
Cassidy Haney, FL Greenways & Trails (Virtual)
Lexi Harris, (Virtual)
Donnie Hicks, NWFL WMD

Dave Murzin, Town of Century
Terrence Nelson, Ride ITL Cares (Virtual)
Cory Wilkinson, HDR
Kandase Lee, ECRC
Dawn Schwartz, ECRC
Renee Quick, ECRC (Virtual)
Ada Clark, ECRC (Virtual)
Tiffany Bates, ECRC (Virtual)
Eric Christianson, ECRC (Virtual)
Rae Emary, ECRC
Gary Kramer, ECRC
Leandra Meredith, ECRC
Tammy Neal, ECRC
Jill Nobles, ECRC
Vacari Stevenson, ECRC (Virtual)
Jessica Walton, ECRC (Virtual)

Call to Order

Chair Qualls called the meeting to order.

Prayer and Pledge of Allegiance

The prayer was led by Councilmember Bagby, and the Pledge of Allegiance was recited.

Roll Call and Recognition of Virtual Members and Attendees

Chair Qualls welcomed those in attendance and introductions were made.

Public Forum:

Chair Qualls opened the public forum. With no speakers or comments from the public, Chair Qualls closed the public forum.

Information Items

Item 1: Program Highlights

Kandase Lee, ECRC CEO, provided an update on ECRC's strategic initiatives, referencing the ECRC's "Seven Layer Cake" concept, reporting that the top four layers have been completed as promised, while the remaining three initiatives continue to advance. These include advancing the regional plan implementations, broadband and fiber deployment efforts, and deployment of the Regional Traffic Management Center.

Kandase Lee noted that the agenda included an amendment to the current FY 2025-2026 budget for additional ATMS Signalization Grant funding. She explained that the increased funding reflects anticipated growth and success in the upcoming work program years. She emphasized that the project would continue to advance, benefiting the Florida-Alabama Transportation Planning Organization (TPO) while also expanding its impact to other TPOs. The ongoing developments are expected to reshape the planning processes and influence how cities operate in the future.

Kandase Lee announced that ECRC has issued a Request for Proposals (RFP) associated with a recently awarded \$10 million federal demonstration grant. The effort seeks innovative proposals

for a geospatial ecosystem, digital twin operating, AI-implementation of crash prevention, and enhanced data management, analytics, and real-time operations.

Additionally, Kandase Lee highlighted ECRC's strong organizational performance and thanked the board and staff for their continued support.

Item 2: Regional Rural Transportation Plan Public Participation Plan

Rae Emary, Marketing & Outreach Coordinator, presented the updated draft Regional Rural Transportation Program (RRTP) Public Participation Plan for review and comment, explaining that the update includes revisions to reflect the RRTP's established brand identity, incorporation of additional planning strategies developed since adoption of the original plan, and general administrative updates including staff changes, contact information, and organizational details.

The public comment period opened on May 12, 2026, and will remain open through June 26, 2026. Comments may be submitted through the RRTP website or by email. Rae Emary noted that the updated plan will be brought to the August 27, 2026 meeting for Board approval and adoption.

No questions or comments were received.

Action Items:

Item 3: Approval of the February 18, 2026 Meeting Minutes

Chair Qualls asked for action on the February 18, 2026 meeting minutes.

J D Smith moved to approve the February 18, 2026 meeting minutes as presented. The motion was seconded by Mayor Henderson and was unanimously approved.

Item 4: Approval of January – March 2026 Financial Statements

Chair Qualls asked for action on the January – March 2026 financial statements.

Mayor Whitten moved to approve the January – March 2026 financial statements as presented. The motion was seconded by J D Smith and was unanimously approved.

Item 5: Presentation and Approval of the Independent Financial Audit FY2025

Joel Bradley, Audit Principal with WarrenAverett, presented the FY2025 Independent Financial Audit, reporting that ECRC received an unmodified opinion, commonly referred to as a clean audit opinion, representing the highest level of assurance available. He explained that the financial statements are fairly presented in accordance with generally accepted accounting principles.

Joel Bradley reviewed key financial trends and reported that while grant revenues declined due to the completion or delay of several major federal grants, overall financial performance remained strong and consistent. He stated that ECRC's financial metrics showed no signs of deteriorating financial condition and reflected a high level of fiscal responsibility.

Mayor Henderson commended staff and the Finance Department for maintaining strong financial controls and achieving another clean audit. Kandase Lee also recognized CFO Dawn Schwartz and the Finance Department for their efforts, noting that ECRC had recently completed multiple federal reviews and audits with no findings and several noteworthy practices identified.

Mayor Henderson moved to approve the independent financial audit FY2025. The motion was seconded by Councilmember Schaetzle and was unanimously approved.

Item 6: Approval of the Amended FY2025-2026 Annual Budget & Work Program

Dawn Schwartz, CFO, presented the proposed amendment to the FY2025-2026 Annual Budget and Work Program, explaining that the amendment adds \$625,000 in a State Joint Participation Agreement (JPA) funding for Advanced Transportation Management System (ATMS) signalization improvements. The corresponding expenditures are budgeted as equipment purchases.

Kandase Lee further explained that the amendment, combined with previously approved funding, results in approximately \$1.625 million in equipment purchases that will occur in the coming weeks. The equipment will be purchased through an approved Florida Department of Transportation (FDOT) vendor and installed along Highway 98, Highway 90, and within the City of Pensacola to improve signal communications, signal coordination, and transportation system operations.

J D Smith moved to amend the FY2025-2026 Annual Budget and Work Program, including the addition of \$625,000 in State Joint Participation Agreement (JPA) funding for Advanced Transportation Management System (ATMS) signalization improvements. The motion was seconded by Vice Chair Sutton and was unanimously approved.

Item 7: Resolution ECRC 2026-07, Approval and Adoption of the Regional Rural Transportation Plan Project Priorities FY2028-2032

Gary Kramer, Planner, presented the Regional Rural Transportation Plan (RRTP) Project Priorities for FY2028-2032 highlighting the geographical area covered by the RRTP and explained that the project priorities serve as guidance for the FDOT in developing its Five-Year Work Program.

In support of the Project Priorities, Leandra Meredith, Marketing and Outreach Coordinator, summarized the public outreach efforts that were conducted. Outreach activities included a public survey, virtual open house, interactive mapping tools, social media campaigns, email notifications, and coordination with local governments and community organizations.

Gary Kramer reported that the RRTP Transportation Advisory Committee (TAC) met prior to the ECRC Board meeting and recommended approval of the project priorities.

Mayor Lindsay moved to approve Resolution ECRC 2026-07, adopting the Regional Rural Transportation Plan Project Priorities for FY2028-2032. The motion was seconded by Vice Chair Sutton and was unanimously approved.

Item 8: Resolution ECRC 2026-08, Approval of IT Managed Services Firm

Kandase Lee explained that ECRC has outsourced IT services for several years due to increasing technological complexity and organizational needs. In an effort to ensure compliance with procurement requirements and secure the best value, ECRC issued a Request for Proposal (RFP) for Managed IT Services.

Seven (7) proposals were received and evaluated by a selection committee consisting of Kandase Lee (ECRC), Dawn Schwartz (ECRC), Renee Quick (ECRC), and Jared Cobb (City of Mary Esther). Kandase Lee noted that the City of Mary Esther recently completed an IT services procurement,

during which City Manager Jared Cobb played a significant role, providing him with valuable experience in IT procurement.

Following the evaluation of qualifications, technical abilities, service approach, regional presence, and cost considerations, the committee ranked the firms as follows:

1. Bit-Wizards
2. Consultadd
3. SoftSages

Kandase Lee requested the board's authorization to negotiate and execute a contract with Bit-Wizards, with the authority to proceed to the next-ranked firm if negotiations were unsuccessful.

Board members discussed the evaluation process, selection criteria, and the firm's prior experience. Kandase Lee confirmed that Bit-Wizards is ECRC's current IT provider and has served in that role since IT services were outsourced.

Mayor Henderson moved to approve Resolution ECRC 2026-08, approving the selection committee's recommendation for Information Technology (IT) Managed Services and authorizing the CEO to negotiate and execute a contract for professional services for the Information Technology (IT) Managed Services for the term of July 1, 2026 – September 30, 2027, with two 1-year renewal options; if negotiations fail, staff should proceed to negotiate with the next-ranked firm. The motion was seconded by Mayor Lindsay and was unanimously approved.

Adjournment

With no further business, the meeting was adjourned at 12:15pm.

Action Item

5

EMERALD COAST REGIONAL COUNCIL
Balance Sheet - Unposted Transactions Included In Report
As of 4/30/2026

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	2,326,896.76
Operating Reserves	860,390.27
Accounts Receivable	<u>1,266,477.78</u>
Total Current Assets	<u>4,453,764.81</u>
Total Assets	<u><u>4,453,764.81</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	(4,222.75)
Deferred Revenue	<u>313,590.33</u>
Total Short-term Liabilities	<u>309,367.58</u>
Total Liabilities	<u><u>309,367.58</u></u>
Net Assets	
Net Assets	
Unrestricted	<u>3,803,548.22</u>
Total Net Assets	<u>3,803,548.22</u>
Current YTD Net Income	<u>340,849.01</u>
Total Net Assets	<u><u>4,144,397.23</u></u>
Total Liabilities and Net Assets	<u><u>4,453,764.81</u></u>

EMERALD COAST REGIONAL COUNCIL

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 4/1/2026 Through 4/30/2026

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	11,748,541.00	470,377.59	2,515,070.12	(9,233,470.88)
Project Fringe Reimbursement	0.00	(47,337.53)	114,026.19	114,026.19
Total PROJECT REVENUES	11,748,541.00	423,040.06	2,629,096.31	(9,119,444.69)
ADMIN REVENUE				
ECRC Membership Dues	156,691.00	0.00	155,205.00	(1,486.00)
Local Contribution	36,377.00	0.00	36,377.00	0.00
Ind Exp Reimb	522,809.00	52,653.15	263,755.16	(259,053.84)
Interest and Misc Income	0.00	4,967.02	38,373.03	38,373.03
Total ADMIN REVENUE	715,877.00	57,620.17	493,710.19	(222,166.81)
PROJECT EXPENSES				
Salaries & Fringe	2,846,843.00	195,696.29	1,441,827.08	1,405,015.92
Indirect Costs	522,809.00	52,653.15	263,755.16	259,053.84
Travel	50,000.00	9,737.30	29,404.60	20,595.40
Other Direct Expenses	8,432,043.00	225,732.30	779,532.64	7,652,510.36
Total PROJECT EXPENSES	11,851,695.00	483,819.04	2,514,519.48	9,337,175.52
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	234,472.00	11,152.86	72,291.36	162,180.64
Administrative: Vehicle Purchase	75,000.00	117,247.00	117,247.00	(42,247.00)
Operating: Audit & Legal Fees	30,000.00	2,200.00	2,200.00	27,800.00
Operating: Current Accounting Fees	2,200.00	151.05	1,134.78	1,065.22
Operating: Expend/Debt Ser/Cap Lease	560.00	44.60	282.15	277.85
Operating: General Insurance	3,100.00	21.70	1,769.42	1,330.58
Operating: Memberships & Subscriptions	7,000.00	39.58	4,575.36	2,424.64
Operating: Office Expense	19,100.00	1,034.68	4,158.30	14,941.70
Operating: Personnel Training	8,000.00	0.00	0.00	8,000.00
Operating: Postage	400.00	0.00	294.05	105.95
Operating: Professional Services	9,830.00	708.39	4,029.44	5,800.56
Operating: Purchase of Equipment	7,870.00	0.00	54.77	7,815.23
Operating: Rent	9,900.00	828.52	6,570.26	3,329.74
Operating: Telephone	6,100.00	425.36	2,515.70	3,584.30
Operating: Travel - Admin	32,000.00	6,705.88	19,652.88	12,347.12
Operating: Travel - Council & Committee	10,000.00	0.00	3,969.25	6,030.75
Operating: Utilities	500.00	12.15	143.29	356.71
Total ADMINISTRATIVE AND OPERATING EXPENSES	456,032.00	140,571.77	240,888.01	215,143.99
COUNCIL EXPENSES				
Council Expenses	156,691.00	6,250.00	26,550.00	130,141.00
Total COUNCIL EXPENSES	156,691.00	6,250.00	26,550.00	130,141.00
NET INCOME	0.00	(149,980.58)	340,849.01	340,849.01

EMERALD COAST REGIONAL COUNCIL
Balance Sheet - Unposted Transactions Included In Report
As of 5/31/2026

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	2,338,112.87
Operating Reserves	865,894.78
Accounts Receivable	<u>1,288,576.19</u>
Total Current Assets	4,492,583.84
Long-term Assets	
Property & Equipment	<u>(2,442.64)</u>
Total Long-term Assets	<u>(2,442.64)</u>
Total Assets	<u><u>4,490,141.20</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	(5,149.48)
Deferred Revenue	<u>309,991.53</u>
Total Short-term Liabilities	<u>304,842.05</u>
Total Liabilities	<u><u>304,842.05</u></u>
Net Assets	
Net Assets	
Unrestricted	<u>3,803,548.22</u>
Total Net Assets	3,803,548.22
Current YTD Net Income	<u>381,750.93</u>
Total Net Assets	<u><u>4,185,299.15</u></u>
Total Liabilities and Net Assets	<u><u>4,490,141.20</u></u>

EMERALD COAST REGIONAL COUNCIL

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 5/1/2026 Through 5/31/2026

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	11,748,541.00	379,795.68	2,894,865.80	(8,853,675.20)
Project Fringe Reimbursement	0.00	11,006.08	125,032.27	125,032.27
Total PROJECT REVENUES	11,748,541.00	390,801.76	3,019,898.07	(8,728,642.93)
ADMIN REVENUE				
ECRC Membership Dues	156,691.00	0.00	155,205.00	(1,486.00)
Local Contribution	36,377.00	0.00	36,377.00	0.00
Ind Exp Reimb	522,809.00	38,354.07	302,109.23	(220,699.77)
Interest and Misc Income	0.00	11,196.32	49,569.35	49,569.35
Income/Loss Fixed Assets	0.00	24,100.00	24,100.00	24,100.00
Total ADMIN REVENUE	715,877.00	73,650.39	567,360.58	(148,516.42)
PROJECT EXPENSES				
Salaries & Fringe	2,846,843.00	209,635.73	1,651,462.81	1,195,380.19
Indirect Costs	522,809.00	38,354.07	302,109.23	220,699.77
Travel	50,000.00	4,205.16	33,609.76	16,390.24
Other Direct Expenses	8,432,043.00	150,289.47	929,822.11	7,502,220.89
Total PROJECT EXPENSES	11,851,695.00	402,484.43	2,917,003.91	8,934,691.09
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	234,472.00	12,208.29	84,499.65	149,972.35
Administrative: Vehicle Purchase	75,000.00	0.00	117,247.00	(42,247.00)
Operating: Audit & Legal Fees	30,000.00	0.00	2,200.00	27,800.00
Operating: Current Accounting Fees	2,200.00	151.05	1,285.83	914.17
Operating: Expend/Debt Ser/Cap Lease	560.00	44.59	326.74	233.26
Operating: General Insurance	3,100.00	72.09	1,841.51	1,258.49
Operating: Memberships & Subscriptions	7,000.00	156.47	4,731.83	2,268.17
Operating: Office Expense	19,100.00	3,716.61	7,874.91	11,225.09
Operating: Personnel Training	8,000.00	0.00	0.00	8,000.00
Operating: Postage	400.00	0.00	294.05	105.95
Operating: Professional Services	9,830.00	720.87	4,750.31	5,079.69
Operating: Purchase of Equipment	7,870.00	3.75	58.52	7,811.48
Operating: Rent	9,900.00	828.52	7,398.78	2,501.22
Operating: Telephone	6,100.00	425.27	2,940.97	3,159.03
Operating: Travel - Admin	32,000.00	2,220.70	21,873.58	10,126.42
Operating: Travel - Council & Committee	10,000.00	0.00	3,969.25	6,030.75
Operating: Utilities	500.00	17.59	160.88	339.12
Total ADMINISTRATIVE AND OPERATING EXPENSES	456,032.00	20,565.80	261,453.81	194,578.19
COUNCIL EXPENSES				
Council Expenses	156,691.00	500.00	27,050.00	129,641.00
Total COUNCIL EXPENSES	156,691.00	500.00	27,050.00	129,641.00
NET INCOME	0.00	40,901.92	381,750.93	381,750.93

EMERALD COAST REGIONAL COUNCIL
Balance Sheet - Unposted Transactions Included In Report
As of 6/30/2026

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	2,382,167.85
Operating Reserves	865,894.85
Accounts Receivable	<u>1,471,364.64</u>
Total Current Assets	4,719,427.34
Long-term Assets	
Property & Equipment	<u>(4,885.28)</u>
Total Long-term Assets	<u>(4,885.28)</u>
Total Assets	<u><u>4,714,542.06</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	173,741.65
Deferred Revenue	<u>292,015.34</u>
Total Short-term Liabilities	<u>465,756.99</u>
Total Liabilities	<u><u>465,756.99</u></u>
Net Assets	
Net Assets	
Unrestricted	<u>3,803,548.22</u>
Total Net Assets	3,803,548.22
Current YTD Net Income	
	<u>445,236.85</u>
Total Net Assets	<u><u>4,248,785.07</u></u>
Total Liabilities and Net Assets	<u><u>4,714,542.06</u></u>

EMERALD COAST REGIONAL COUNCIL

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 6/1/2026 Through 6/30/2026

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	11,748,541.00	683,596.91	3,578,462.71	(8,170,078.29)
Project Fringe Reimbursement	0.00	40,786.20	165,818.47	165,818.47
Total PROJECT REVENUES	11,748,541.00	724,383.11	3,744,281.18	(8,004,259.82)
ADMIN REVENUE				
ECRC Membership Dues	156,691.00	0.00	155,205.00	(1,486.00)
Local Contribution	36,377.00	0.00	36,377.00	0.00
Ind Exp Reimb	522,809.00	56,202.98	358,312.21	(164,496.79)
Interest and Misc Income	0.00	3,703.05	53,272.40	53,272.40
Income/Loss Fixed Assets	0.00	0.00	24,100.00	24,100.00
Total ADMIN REVENUE	715,877.00	59,906.03	627,266.61	(88,610.39)
PROJECT EXPENSES				
Salaries & Fringe	2,846,843.00	238,740.22	1,890,203.03	956,639.97
Indirect Costs	522,809.00	56,202.98	358,312.21	164,496.79
Travel	50,000.00	6,289.81	39,899.57	10,100.43
Other Direct Expenses	8,432,043.00	392,800.09	1,322,622.20	7,109,420.80
Total PROJECT EXPENSES	11,851,695.00	694,033.10	3,611,037.01	8,240,657.99
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	234,472.00	14,056.93	98,556.58	135,915.42
Administrative: Vehicle Purchase	75,000.00	0.00	117,247.00	(42,247.00)
Operating: Audit & Legal Fees	30,000.00	1,000.00	3,200.00	26,800.00
Operating: Current Accounting Fees	2,200.00	125.15	1,410.98	789.02
Operating: Expend/Debt Ser/Cap Lease	560.00	44.60	371.34	188.66
Operating: General Insurance	3,100.00	89.01	1,930.52	1,169.48
Operating: Memberships & Subscriptions	7,000.00	41.57	4,773.40	2,226.60
Operating: Office Expense	19,100.00	3,007.37	10,882.28	8,217.72
Operating: Personnel Training	8,000.00	1,550.00	1,550.00	6,450.00
Operating: Postage	400.00	8.30	302.35	97.65
Operating: Professional Services	9,830.00	1,532.32	6,282.63	3,547.37
Operating: Purchase of Equipment	7,870.00	0.00	58.52	7,811.48
Operating: Rent	9,900.00	0.00	7,398.78	2,501.22
Operating: Telephone	6,100.00	427.27	3,368.24	2,731.76
Operating: Travel - Admin	32,000.00	3,816.59	25,690.17	6,309.83
Operating: Travel - Council & Committee	10,000.00	1,042.93	5,012.18	4,987.82
Operating: Utilities	500.00	28.08	188.96	311.04
Total ADMINISTRATIVE AND OPERATING EXPENSES	456,032.00	26,770.12	288,223.93	167,808.07
COUNCIL EXPENSES				
Council Expenses	156,691.00	0.00	27,050.00	129,641.00
Total COUNCIL EXPENSES	156,691.00	0.00	27,050.00	129,641.00
NET INCOME	0.00	63,485.92	445,236.85	445,236.85

Action Item

6

Agenda Item Number: 6

SUBJECT: Consideration of Resolution ECRC 2026-10, Approval of the Regional Rural Transportation Program (RRTP) Public Participation Plan (PPP)

BACKGROUND: In 2019, the ECRC incorporated a Regional Rural Transportation Program in conjunction with the Florida-Alabama, Okaloosa-Walton, and Bay County Transportation Planning Organizations (TPOs). The counties included in the plan are Escambia, Santa Rosa, Okaloosa, Walton, Bay, Holmes, and Washington.

Part of this project includes a Public Participation Plan (PPP). The PPP provides guidelines for achieving quality public involvement when developing major planning documents and programs. Effective public participation begins early in the planning process and continues throughout, helping to avoid, minimize, and mitigate negative impacts while providing the best solutions. The PPP is due to be updated to ensure the most effective public outreach is being implemented for the success of the plan.

The draft PIP was distributed to the ECRC board members at the May 2026 meeting for review which opened the 45-day public review process. The PPP was also sent to agency partners for review. The draft PPP can be found at: www.ecrc.org/RRTP.

ATTACHED:

- Resolution ECRC 2026-10

RECOMMENDED ACTION: A motion for the ECRC chair to sign Resolution ECRC 2026-10, approving and adopting the Regional Rural Transportation Program Public Participation Plan (PPP). Contact ECRC Marketing & Outreach staff at (850) 332-7976 or marketing@ecrc.org if additional information is needed.

RESOLUTION ECRC 2026-10
A RESOLUTION OF THE EMERALD COAST REGIONAL
COUNCIL ADOPTING THE REGIONAL RURAL
TRANSPORTATION PROGRAM PUBLIC
PARTICIPATION PLAN

WHEREAS, the Florida Department of Transportation (FDOT) Office of Policy Planning provides guidance to Transportation Planning Organizations (TPO) through identification of Planning Emphasis Areas in support of the Florida Transportation Plan; and

WHEREAS; Emerald Coast Regional Council (ECRC) incorporated a Regional Rural Transportation Program (RRTP) by allocating a total of \$108,000 for Task R.1 in the Fiscal Year 2019-2020 Unified Planning Work Programs (UPWP) through contributions from the Florida-Alabama, Okaloosa-Walton TPO, and the Bay County TPOs; and

WHEREAS, the three TPOs approved the Regional Rural Transportation Plan Scope of Services in June 2019; and

WHEREAS, on February 10, 2021, FDOT entered an agreement with ECRC to develop an RRTP to include the counties of Escambia, Santa Rosa, Okaloosa, Walton, Bay, Holmes, and Washington; and

WHEREAS, the scope of services for the agreement requires ECRC to develop and implement a Public Participation Plan (PPP) that complies with all applicable federal and state regulations;

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) The ECRC board has reviewed the RRTP public participation procedures, hereafter referred to as the Public Participation Plan, to assure that full and open access to the RRTP decision-making process is provided to all citizens and finds the document to be in compliance with the Code of Federal Regulation (CFR 450.316) and the Florida Metropolitan Planning Organization (MPO) Handbook.
- 2) The ECRC board adopts the RRTP Public Participation Plan.

Duly passed and adopted by the Emerald Coast Regional Council on this 27th day of August, 2026.

BY: _____
Kurvin Qualls, Chairman

ATTEST: _____
Kandase Lee, ECRC Chief Executive Officer



Action Item

7

Agenda Item Number: 7

SUBJECT: Consideration of Resolution ECRC 2026-11 to Accept the Technical Review Committee's Recommendation and to Authorize the Chief Executive Officer to Negotiate and Execute a Design-Build Contract for Intelligent Transportation System (ITS) Improvements in Support of the Safe Streets for All (SS4A) Demonstration Grant

BACKGROUND: In 2024, the Emerald Coast Regional Council (ECRC) applied for and was awarded a Demonstration and Planning Grant through the Federal Highway Administration's (FHWA) Safe Streets for All Program. The grant agreement was finalized in the first quarter of 2026. In February 2026, through Resolution 2026-11, the Board authorized staff to issue a Request for Proposals (RFP).

On May 1, 2026, ECRC issued an RFP seeking a design-build team to design, construct, and implement an ITS demonstration project along corridors identified in the Safe Streets for All Safety Action Plan in Escambia County on FDOT right-of-way. ECRC received four letters of interest. The Technical Review Committee met to review the letters of Interest, shortlist the responsive firms, and to evaluate the technical proposals. The Technical Review Committee ranked the top three firms as follows:

1. _____
2. _____
3. _____

ATTACHED:

- Resolution ECRC 2026-11
- Evaluation Summary

RECOMMENDED ACTION: A motion authorizing the ECRC chair to sign Resolution ECRC 2026-11, accepting the Technical Review Committee's recommendation and authorizing the Chief Executive Officer (CEO) to negotiate and execute a design-build contract for Intelligent Transportation System (ITS) improvements in support of the Safe Streets for All Demonstration Grant. For more information, please contact Kandase Lee at (850) 332-7976, ext. 201 or kandase.lee@ecrc.org.

RESOLUTION ECRC 2026-11

**A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL ACCEPTING THE
TECHNICAL REVIEW COMMITTEE'S RECOMMENDATION AND AUTHORIZING THE
CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT FOR DESIGN-
BUILD SERVICES FOR INTELLIGENT TRANSPORTATION SYSTEM IMPROVEMENTS IN
SUPPORT OF THE SAFE STREETS FOR ALL DEMONSTRATION GRANT**

WHEREAS, the Emerald Coast Regional Council (ECRC) applied for and was awarded a Safe Streets and Roads for All Demonstration and Planning Grant from the Federal Highway Administration (FHWA); and

WHEREAS, under Resolution 2026-11, the Board authorized staff to issue a Request for Proposals; and

WHEREAS, ECRC issued a Request for Proposals on May 1, 2026, soliciting a design-build team to design, construct, and implement an ITS demonstration project along corridors identified in the Safe Streets for All Safety Action Plan in Escambia County on FDOT right-of-way; and

WHEREAS, the Technical Review Committee reviewed the letters of interest, shortlisted the responsive firms, and evaluated the submittals;

NOW, THEREFORE, BE IT RESOLVED by the Emerald Coast Regional Council that:

- i. The ECRC Board of Directors accepts the recommendation of the Technical Review Committee as follows:
 1. _____
 2. _____
 3. _____
- ii. The Chief Executive Officer, or her designee, is authorized to negotiate with the highest-ranked proposer. If negotiations with the highest-ranked proposer are unsuccessful, staff may begin negotiations with the second-ranked proposer.
- iii. The Chief Executive Officer is authorized to execute the contract on behalf of the Emerald Coast Regional Council.

Duly passed and adopted by the Emerald Coast Regional Council on this 27th day of August 2026.

EMERALD COAST REGIONAL COUNCIL

BY: _____
Kurvin Qualls, Chair

ATTEST: _____
Kandase Lee, ECRC Chief Executive Officer



Evaluation Summary to be
provided at meeting

Action Item

8

Agenda Item Number: 8

SUBJECT: Consideration of Resolution ECRC 2026-12 Approving and Accepting the Project Administration Memorandum of Understanding (MOU) Between the Florida-Alabama Transportation Planning Organization (FL-AL TPO) and Escambia County

BACKGROUND: The Florida-Alabama TPO and Escambia County previously entered into a Construction Management Agreement governing administration of the Regional Transportation Management Center (RTMC) project (FDOT FPID 451524-1-38-01). The proposed Memorandum of Understanding establishes coordination procedures for the TPO, Emerald Coast Regional Council (ECRC), Escambia County, the architect, the Construction Engineering and Inspection (CEI) consultant, and the contractor. These procedures address requests for information, change orders, substitutions, material selections, constructability issues, and compliance with Florida Department of Transportation (FDOT) Local Agency Program (LAP) requirements.

Escambia County requested the Memorandum of Understanding (MOU) to clarify the roles and responsibilities of Escambia County, the Florida-Alabama Transportation Planning Organization (TPO), and the Emerald Coast Regional Council (ECRC) during construction of the Regional Transportation Management Center (RTMC). The MOU is intended to improve communication, facilitate coordination among the parties, and support effective project administration throughout construction. It expressly states that it creates no new legal or contractual obligations and does not modify any existing agreements.

ATTACHED:

- Resolution ECRC 2026-12
- Resolution FL-AL 26-27
- Memorandum of Understanding (MOU) for Project Administration

RECOMMENDED ACTION: A motion to authorize the ECRC chair to sign Resolution ECRC 2026-12, thereby approving and accepting the Memorandum of Understanding (MOU) for Project Administration between the Florida-Alabama Transportation Planning Organization (FL-AL TPO) and Escambia County. For more information, please contact Kandase Lee, ECRC CEO, at kandase.lee@ecrc.org or (850) 332-7976, ext. 201.

RESOLUTION ECRC 2026-13
A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL APPROVING A
MEMORANDUM OF UNDERSTANDING FOR PROJECT ADMINISTRATION
BETWEEN THE FLORIDA -ALABAMA TRANSPORTATION PLANNING
ORGANIZATION AND ESCAMBIA COUNTY

WHEREAS, the Florida-Alabama (FL-AL) Transportation Planning Organization (TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the State of Florida and State of Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the FL-AL TPO Planning Area; and

WHEREAS, the FL-AL TPO and Escambia County have previously entered into a Construction Management Agreement for administration of the Regional Advanced Traffic Management Center (RTMC) project (FDOT FPID: 451524-1-38-01); and

WHEREAS, Escambia County has requested execution of a Memorandum of Understanding (MOU) to clarify the roles and responsibilities of Escambia County, the FL-AL TPO, and the Emerald Coast Regional Council (ECRC) during construction of the RTMC project; and

WHEREAS, the proposed MOU establishes procedures for coordination among the TPO, ECRC, Escambia County, the architect, Construction Engineering and Inspection (CEI) consultant, and the contractor regarding requests for information, change orders, substitutions, material selections, constructability issues, and compliance with FDOT Local Agency Program requirements; and

WHEREAS, this MOU is intended to improve communication and project management throughout construction and expressly states that it does not create new legal or contractual obligations or modify any existing agreements;

NOW, THEREFORE, BE IT RESOLVED BY THE EMERALD COAST REGIONAL COUNCIL THAT:
The ECRC approves and accepts this Memorandum of Understanding (MOU) for Project Administration between the Florida-Alabama Transportation Planning Organization and Escambia County.

Duly passed and adopted by the Emerald Coast Regional Council on this 27th
day of August, 2026.

EMERALD COAST REGIONAL COUNCIL

BY: _____
Kurvin Qualls, Chair

ATTEST: _____
Kandase Lee, ECRC Chief Executive Officer



RESOLUTION FL-AL 26-27

A RESOLUTION OF THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION APPROVING A MEMORANDUM OF UNDERSTANDING FOR PROJECT ADMINISTRATION BETWEEN THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION AND ESCAMBIA COUNTY

WHEREAS, the Florida-Alabama (FL-AL) Transportation Planning Organization (TPO) is the organization designated by the governors of Florida and Alabama as being responsible, together with the State of Florida and State of Alabama, for carrying out the continuing, cooperative and comprehensive transportation planning process for the FL-AL TPO Planning Area; and

WHEREAS, the FL-AL TPO and Escambia County have previously entered into a Construction Management Agreement for administration of the Regional Advanced Traffic Management Center (RTMC) project (FDOT FPID: 451524-1-38-01); and

WHEREAS, Escambia County has requested execution of a Memorandum of Understanding (MOU) to clarify the roles and responsibilities of Escambia County, the FL-AL TPO, and the Emerald Coast Regional Council (ECRC) during construction of the RTMC project; and

WHEREAS, the proposed MOU establishes procedures for coordination among the TPO, ECRC, Escambia County, the architect, Construction Engineering and Inspection (CEI) consultant, and the contractor regarding requests for information, change orders, substitutions, material selections, constructability issues, and compliance with FDOT Local Agency Program requirements; and

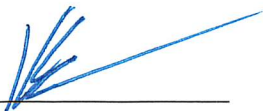
WHEREAS, this MOU is intended to improve communication and project management throughout construction and expressly states that it does not create new legal or contractual obligations or modify any existing agreements;

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO approves this MOU for Project Administration between the Florida-Alabama Transportation Planning Organization and Escambia County and authorizes the Emerald Coast Regional Council Chief Executive Officer to execute the MOU on behalf of the TPO.

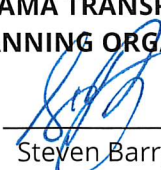
Passed and duly adopted by the Florida-Alabama Transportation Planning Organization on this 12th day of August, 2026.

ATTEST: _____



**FLORIDA- ALABAMA TRANSPORTATION
PLANNING ORGANIZATION**

BY: _____


Steven Barry, Chairman

**MEMORANDUM OF UNDERSTANDING
PROJECT ADMINISTRATION
BETWEEN THE FLORIDA-ALABAMA
TRANSPORTATION PLANNING ORGANIZATION
AND ESCAMBIA COUNTY**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the Florida-Alabama Transportation Planning Organization (TPO), a Metropolitan Planning Organization, and Escambia County (the "County"), a political subdivision of the State of Florida (collectively, the "Parties").

WHEREAS, the Parties entered into an Agreement for Construction Management Services on May 15, 2025, wherein the TPO retained the services of the County to administer construction on its behalf ("Construction Management Agreement") for the purposes of constructing a Regional Advanced Traffic Management Center (FDOT FPID: 451524-1-38-01) (the "Project"); and

WHEREAS, the Project is intended to be a turn-key, fully functioning 19,940 square foot modern transportation management center, located adjacent to the Escambia County Emergency Operations Center; and

WHEREAS, the TPO, through its duly adopted by-laws and by inter-local agreement with the West Florida Regional Planning Council (doing business as the Emerald Coast Regional Council or "ECRC") is designated as the administrative staff of the TPO, and the ECRC issued a Request for Qualifications (RFP 03-2022) seeking qualified professional design services to design the Project, and WGI, Inc. was retained to be the Architect of Record ("Architect"); and

WHEREAS, on February 2, 2026, an Amendment was entered into the Agreement between ECRC and WGI to include Post-Design Construction Administration Services, such as RFI resolution, shop drawing reviews, plan revisions, field reviews, and generally extending performance through December 31, 2026 (the original agreement between ECRC and WGI, Inc. and its amendments are referred to collectively herein as "A&E Agreement"); and

WHEREAS, under the Construction Management Agreement, the TPO has authorized the County to enter into contracts for Construction, Engineering, and Inspection ("CEI") services in addition to contracts for the construction of the Project. The County issued Request for Qualifications, Specification No. P.D. 24-25.119, LAP -Construction, Engineering, and Inspections Services for the Project, and subsequently awarded an Agreement for Professional Consulting Services to the Consultant, DRMP Inc. ("CEI Consultant Agreement"); and

WHEREAS, the Construction Management Agreement provides that the County shall not be responsible for payment of any amounts that exceed the Project budget, and the TPO agrees to seek alternative funding mechanisms should the costs exceed the Project budget; and

WHEREAS, the County issued Project ID: PD 25-26.049 seeking a qualified constructor to build the project in accordance with the already developed plans, and Lord & Son Construction, Inc., was selected based on a low bid, lump sum basis (“Contractor Agreement”); and

WHEREAS, the County and the ECRC on behalf of the TPO have designated representatives for the purposes of responsibility and authority for managing the Project; and

WHEREAS, all of the aforementioned agreements recognize and acknowledge that, since the Project is being funded by a Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement FPN: 451524-1-38-01 (LAP Agreement), the Project must comply with the Local Agency/Federal Aid Contract Requirements in all regards; and

WHEREAS, it is in the best interests of the Parties to outline certain joint review procedures regarding requests for information (RFI), change orders, scope/design adjustments, material selections, as-equal alternative submittal reviews, and constructability concerns to ensure that the Project remains efficient and successful.

Section 1. *MOU not binding.*

1.1 – This MOU is not intended to modify or create any new or additional legal obligations between the Parties, but rather, it clarifies the existing rights and responsibilities under the various relevant Agreements. It is further meant to interpret certain provisions of the relevant agreements, in order to streamline communication and facilitate project management decisions.

1.2 – The relevant agreements and documents that form the basis of this MOU are as follows:

- *Construction Management Agreement* (May 15, 2025)
- *A&E Agreement* (April 11, 2023) & *Amendment No. 2* (Feb 2, 2026)
- *ECRC - RFP No. 03-2022* (Architect RFP)
- *LAP Agreement* (May 14, 2025)
- *CEI Consultant Agreement* (August 6, 2026)
- *Contractor’s Agreement* (August 6, 2026)
- *Escambia County RFPs* for Project No. PD 25-26.049 (Contractor & CEI RFP)

Section 2. *Project Information.*

2.1 Project Description:

The Project consists of the construction and turn-key delivery of the Escambia-Santa Rosa Regional Advanced Traffic Management Center (RTMC) and Emerald Coast Regional Council (ECRC) Office Facility (FDOT FPID: 451524-1-38-01), situated on a 4.23-acre site located at 6575 North W Street, Pensacola, FL (adjacent to the Escambia County Emergency Operations Center). The facility encompasses approximately 19,940 to 25,773 gross square feet designed to Risk Category IV stormproof standards under the Florida Building Code, capable of independent

operations for 5 to 7 days. The scope of work includes sitework, drainage, utilities, parking, advanced Intelligent Transportation System (ITS) infrastructure, central control room, server rooms, and associated administrative spaces.

Section 3. *ECRC & Architect.*

3.1 – The ECRC shall ensure that the Architect fulfills its obligations pursuant to the A&E Agreement and shall confirm with the Architect that all designs are compliant with all funding requirements.

3.2 – A&E Agreement, Article I, states the Architect has acknowledged and agreed that the Project is funded by a Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement FPN: 451524-1-38-01, and therefore, the Architect shall comply with the Local Agency/Federal Aid Contract Requirements, including but not limited to Build America, Buy America.

3.3 – A&E Agreement, Article 27, states that an ECRC Representative shall decide questions which may arise as to quality and acceptability of materials furnished and work performed and shall interpret the intent of the Contract Documents with “reasonable promptness.”

3.4 – Under the A&E Agreement, the ECRC is not responsible for the construction means, controls, techniques, sequences, procedures, or construction safety. The ECRC may assign a Project Inspector(s) to assist in determining if the work performed and the materials used meet the Contract requirements. The Project Inspector shall be authorized to issue Field Orders. The Project Inspector shall be authorized to stop all or any portion of the work if in his opinion the work is not proceeding according to the requirements of the plans and specifications.

3.5 – Under Article 28 of A&E Agreement, it states that the ECRC reserves the right to make changes in the work, including alterations, reductions therein or additions thereto.

3.6 – Based on the foregoing, the TPO and County agree that it is in the best interests of the Parties and the Public to coordinate efficiently to allow alternatives, substitutions and as-equal proposals to ensure that all funding requirements are met.

3.7 – The ECRC shall direct the Architect to confirm that any listed product information within the design documents that is labeled as the “basis-of-design,” must be subject to alternative submissions or proposals, in the event that the product poses a funding compliance issue. The ECRC shall ensure that the Architect timely responds to any RFI, substitution, or as-equal proposal in the event the County Project Manager, CEI Consultant, or Contractor identify a potential funding non-compliance issue for any proposed item.

3.8 – In the event it is determined by the appropriate authority that an item is ineligible for funding for any reason, the ECRC shall notify the County: a) that another funding source has

been identified to retain the item such that work may proceed; or b) that the Architect has been directed to remove the item from the scope of work and perform the necessary related design services.

Section 4. *County, Contractor & CEI.*

4.1 – The County will ensure that the Contractor meets its obligations under the Contractor Agreement, which includes specific acknowledgement that Contractor shall comply with all applicable State and Federal laws, regulations, executive orders, policies, procedures and directives.

4.2 – According to Section 7 of the Contractor’s Agreement: Contractor has thirty days to identify any proposed substitutions of any materials or equipment, including any proprietary item or specifically named supplier. The naming of items is intended to establish the type, function, and quality required, but does not necessarily require the use of that specific item, unless that is expressly stated. The Contractor must submit sufficient information to determine that the alternative material or equipment proposed is equivalent or equal to that named.

4.3 – According to the Contractor’s Agreement General Conditions: if Contractor discovers a conflict, error, or discrepancy in the Contract Documents, Contractor shall immediately report same to the County or Architect/Engineer in writing and, before proceeding with the Work affected thereby, shall obtain a written interpretation or clarification from the County or Architect/Engineer.

4.4 – The County will ensure that the Contractor complies with all provisions of the Contractor Agreement and direct the Contractor to promptly raise any issue regarding potential funding requirements or constructability. The County will promptly notify the Architect and the ECRC of the same. The County shall confirm that the Contractor is appropriately certifying that all items are in compliance with State and Federal requirements upon approval of payments to the Contractor, and if applicable, that any proposed substitutions will perform adequately the functions and achieve the results called for by the general design.

4.5 – According to Section 2.2.4 of the CEI Consultant Agreement, the CEI must provide project administration and coordinate with the Architect & Engineer and assigned County personnel and prepare for, cooperate with, and assist auditors who may be assigned to review project records, payments, reports, etc... The CEI must also provide recommendations and ideas for cost management and constructability issues, which necessarily includes state and federal funding compliance.

4.6 – According to Section 2.3.10 of the CEI Consultant Agreement, the CEI is responsible for compliance monitoring during construction. Specifically, the CEI shall be responsible for

ensuring all Federal, State, and/or grant funded project requirements are implemented and adhered to by the Contractor and all subcontractors.

4.7 – The CEI is responsible for risk planning services pursuant to Section 2.7 of the CEI Consultant Agreement, and the County shall work with the CEI Consultant to ensure that the CEI's Risk Plan includes the appropriate risk avoidance and mitigation strategies to address State and Federal funding requirements as well as constructability, liability, budgets, timelines, and any other risks that are identified by the County as relevant to the Project.

Section 5. TPO & County.

5.1 – The Parties agree to follow the County's Substitution Procedures as outlined in the County Tech Specs - SECTION 01 25 00, and specifically any Substitution proposed by the Contractor in order to ensure State or Federal funding compliance shall be considered a "Substitutions for Cause" according to said procedures.

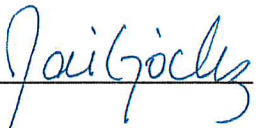
5.2 – According to those procedures, the ECRC on behalf of the TPO shall ensure that the Architect notifies Contractor through the Construction Manager or CEI Consultant of acceptance or rejection of any proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.

5.3 – This MOU is not intended to be comprehensive in identifying the relevant contract provisions among the Parties, and all Parties reserve the right to invoke, waive, modify, or otherwise enforce any relevant contract provision in accordance with the terms of those respective contracts and in their sole discretion.

5.4 – This MOU is not a binding contract. It is an expression of cooperation for the purpose of ensuring an efficient and successful project and coordinating activity to the maximum extent possible and as allowed by law. No contract rights attach to this MOU for any parties or third-party beneficiaries. Either Party may terminate their involvement in the MOU without cause upon written notice to the other Party. This MOU may be amended from time to time by mutual consent of the Parties reduced to writing and signed by the appropriate authority.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties hereto have made and executed this Memorandum of Understanding on the respective dates under each signature:

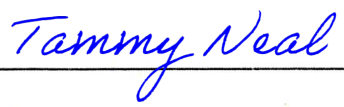
Witness: 
Witness: 

ESCAMBIA COUNTY, FLORIDA:

By: 
Wesley J. Moreno, County Administrator
Date: 8-6-26
BCC Approved: _____

Emerald Coast Regional Council on behalf of the Florida-Alabama Transportation Planning Organization:

ATTEST:

By: 
Secretary
{SEAL}

By: 
Kandase Lee, Chief Executive Officer
Date: 8-12-26

Approved as to form and legal sufficiency.

By: /s/ William L. Nelson
Title: County Attorney Designate
Date: 07/31/2026

Action Item

9

Agenda Item Number: 9

SUBJECT: Chief Executive Officer Annual Evaluation

BACKGROUND: In accordance with the ECRC adopted bylaws, an evaluation of the Chief Executive Officer is to be held annually during the months of August/September.

The annual evaluation allows the Chair and Executive Committee to review the Chief Executive Officer's performance, provide feedback, and identify priorities for the upcoming year. The attached CEO Evaluation Form is provided to guide the review and support a consistent process.

ATTACHED:

- CEO Evaluation Form

RECOMMENDED ACTION: To be discussed and determined at the meeting.

Chief Executive Officer Annual Performance Review

Chief Executive Officer: Kandase Lee

Evaluation Period: October 1, 2025 through September 30, 2026

Ratings on Job Performance:

5 = Exceeds Job Requirements

4 = Above Average Performance

3 = Satisfactory Performance

2 = Needs to Take Action to Improve

1 = Performance Does not Meet Job Requirements

	The Chief Executive Officer:	5	4	3	2	1
1.	Represents the Council in a positive, professional manner Comments:					
2.	Maintains a team of professionals at the Council Comments:					
3.	Maintains a positive image and relationships with local, state and federal agencies Comments:					
4.	Promotes the Council and its services Comments:					

5.	Makes clear and concise recommendations to the Board Comments:					
6.	Deals honestly and fairly with all parties Comments:					
7.	Exercises sound judgment in business transactions Comments:					
8.	Is respected by peers and leaders in the region and state Comments:					
9.	Is knowledgeable about regional issues Comments:					
10.	Provides good overall leadership for the Council Comments:					

Reviewer Signature

Date

Type or Print Name

Action Item

10

Agenda Item Number:10

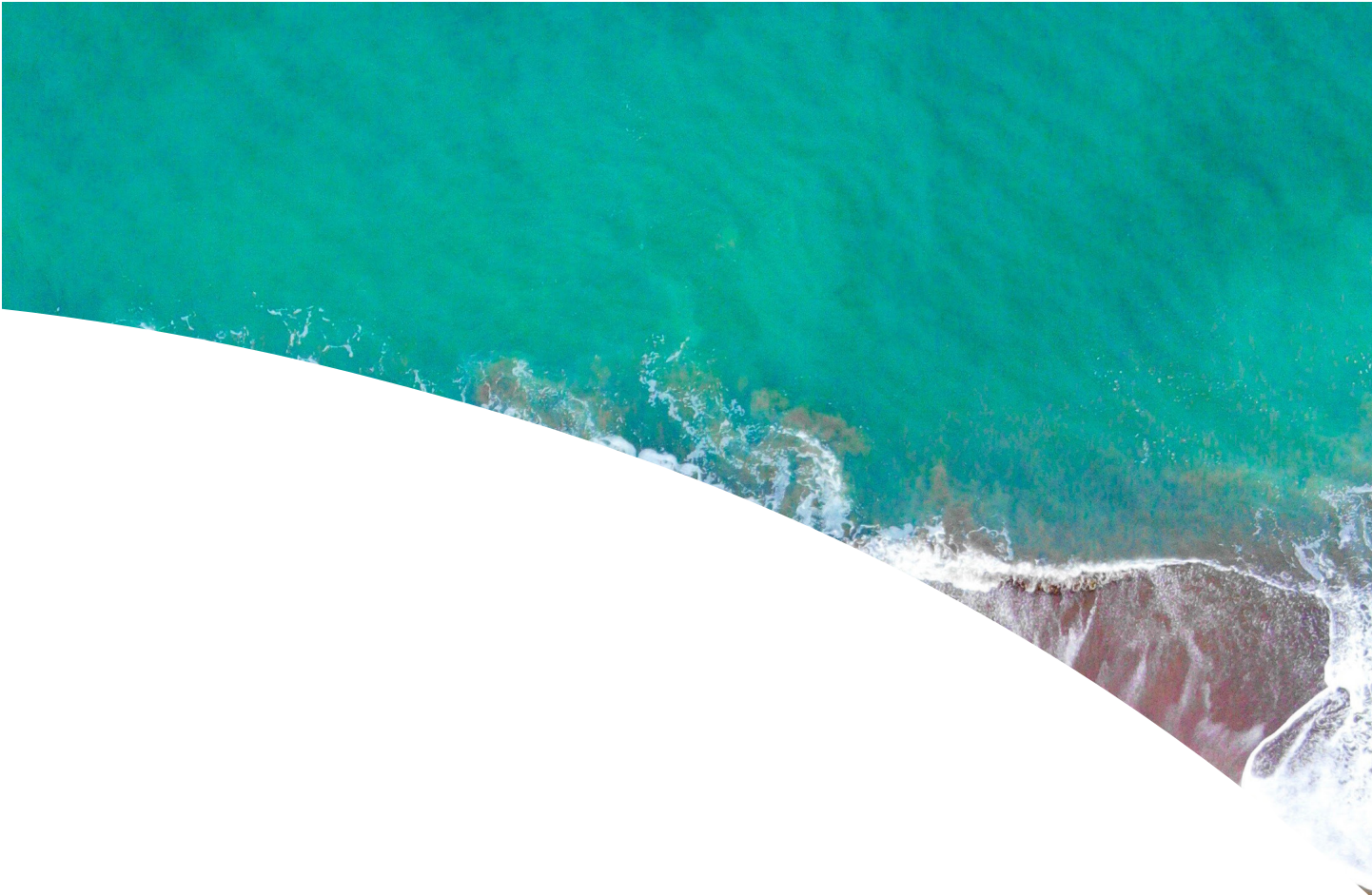
SUBJECT: Consideration of the Emerald Coast Regional Council Budget for Fiscal Year 2026-2027

BACKGROUND: In accordance with the ECRC adopted bylaws, discussion and a request for approval of the working budget is to be held during the months of August/September for the upcoming fiscal year, beginning October 1, 2026.

ATTACHED:

- Draft ECRC Budget and Work Program, October 1, 2026 – September 30, 2027

RECOMMENDED ACTION: A motion to adopt the ECRC budget for fiscal year 2026-2027.



Annual Budget

October 1, 2026 - September 30, 2027

August 27, 2026 (Draft)



EMERALD COAST REGIONAL COUNCIL
October 1, 2026 - September 30, 2027
REVENUE SOURCES

	FY26-27
<u>FEDERAL</u>	
ATMS Fiber Design LAP	214,000
Economic Development Administration (Planning)	57,500
FDOT Long Range Transportation Plans	50,000
Hazardous Materials Emergency Planning	55,680
Regional Rural Transportation Program	90,000
Regional Traffic Management Center - Post Arch Design Services	425,000
Safe Streets for All Planning and Demonstration Grant	7,975,000
USDOT FL AL TPO-CPG	1,274,271
USDOT OW TPO-CPG	816,148
USDOT BAY TPO-CPG	721,533
USDOT FL AL TPO SU	547,000
USDOT OW TPO - Corridor Study	16,000
USDOT OW TPO SU	62,500
USDOT ALDOT	43,427
Total	12,348,059
<u>STATE</u>	
FDEM Hazardous Materials Emergency Analysis	3,000
FDEM Local Emergency Planning Commission (LEPC)	90,000
FDOT ATMS - Signalization	523,000
FL Commission for the Transportation Disadvantaged	186,977
SHIP Housing Admin (Holmes, Walton, Washington)	106,948
Total	909,925
<u>LOCAL/OTHER</u>	
AL-Baldwin County	10,856
ECRC-Membership Dues	158,986
Escambia & Santa Rosa County Summer Traffic Monitoring	62,860
Hazardous Waste Verification-SQG	83,800
Okaloosa Gas District Grant Mgmt.	6,250
Port of Panama City	6,250
Technical Assistance - local government	20,000
TPO Member Contribution	43,424
Walton/Okaloosa/Regional Utility Authority	5,572
Total	397,998
Total Revenue	\$ 13,655,982

EMERALD COAST REGIONAL COUNCIL

October 1, 2026 - September 30, 2027

EXPENDITURES

	FY26-27
Salaries and Fringe	3,285,115
Building Rent	110,000
Depreciation	36,816
Vehicle Replacement	60,000
Events	-
General Insurance	50,000
Office Expense	
Office Equipment & Leases	91,600
Office Supplies & Maintenance	25,591
Printing/Copies/Postage	7,000
Professional Services	
Audit/Legal	100,000
IT Services	106,000
Recruitment	45,000
Program Development	66,000
Software Maintenance/Subscriptions	50,000
Telephone and Utilities	22,500
Travel	120,000
Total	<u>4,175,622</u>

Direct Contract Consultant

ATMS - Cyber Security Plan	150,000
ATMS - Fiber Design LAP	214,000
ATMS - Master Plan	28,500
ATMS - Signalization	412,860
FL AL TPO - TPO Freight Plan, Stormwater	85,000
OW TPO - Corridor Study, TPO Freight Plan, LRTP	85,000
Regional Traffic Management Center - ESRI	120,000
Regional Traffic Management Center - Post Architectural Design	425,000
SS4A - Planning and Demonstration Grant	7,880,000
SS4A Vendor Contingencies	80,000
Total	<u>9,480,360</u>

Total Expenditures	<u><u>\$ 13,655,982</u></u>
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EMERALD COAST REGIONAL COUNCIL
October 1, 2026 - September 30, 2027
BUDGET REQUEST

	ECRC	TPO MEMBER CONTRIBUTION	FY26-27 TOTAL	INVOICED for FY25-26
BAY COUNTY	\$ 20,995	\$ 4,585	\$ 25,580	\$ 24,465
Callaway	2,016	771	2,787	2,637
Lynn Haven	2,673	1,105	3,778	3,448
Mexico Beach	640	70	710	703
Panama City	4,308	1,936	6,244	5,953
Panama City Beach	2,458	996	3,454	3,316
Parker	961	234	1,195	1,138
Springfield	1,421	468	1,889	1,798
ESCAMBIA COUNTY	34,773	10,918	45,691	44,573
Century	662	n/a	662	664
Pensacola	6,019	2,145	8,164	7,975
HOLMES COUNTY	3,004	n/a	3,004	3,006
Bonifay	781	n/a	781	784
Esto	-	n/a	-	-
Noma	-	n/a	-	-
Ponce de Leon	-	n/a	-	-
Westville	-	n/a	-	-
OKALOOSA COUNTY	23,619	4,954	28,573	26,739
Cinco Bayou	-	-	-	-
Crestview	3,670	1,211	4,881	4,316
Destin	1,964	559	2,523	2,366
Fort Walton Beach	2,655	823	3,478	3,194
Laurel Hill	-	-	-	-
Mary Esther	946	170	1,116	1,074
Niceville	2,212	654	2,866	2,620
Shalimar	-	-	-	-
Valparaiso	1,011	195	1,206	1,145
SANTA ROSA COUNTY	22,145	7,538	29,683	28,580
Gulf Breeze	1,134	246	1,380	1,359
Jay	-	n/a	-	-
Milton	1,553	409	1,962	1,896
WALTON COUNTY	10,055	2,764	12,819	11,746
DeFuniak Springs	1,118	236	1,354	1,295
Freeport	1,644	437	2,081	1,760
Paxton	-	n/a	-	-
WASHINGTON COUNTY	3,688	n/a	3,688	3,657
Caryville	-	n/a	-	-
Chipley	861	n/a	861	861
Ebro	-	n/a	-	-
Vernon	-	n/a	-	-
Wausau	-	n/a	-	-
TOTAL	\$ 158,986	\$ 43,424	\$ 202,410	\$ 193,068

Action Item

11

Agenda Item Number: 11

SUBJECT: Nominations and Elections of ECRC Chair and Vice Chair and Executive Committee Members to Serve October 1, 2026 – September 30, 2027

BACKGROUND: Per the ECRC adopted bylaws, an election is to be held annually during the month of August or September for the positions of ECRC chair and vice chair. Officers serve for one year, beginning October 1.

The ECRC Executive Committee, created for the purpose of reviewing issues of importance and making recommendations for Council consideration, shall have five members: the ECRC chair, the ECRC vice chair, two (2) board members representing a member county or a member city, and a governor appointed ECRC member. As stated in the ECRC adopted bylaws, Section 1.9 (1), an election is to be held annually by the month of September. The Executive Committee members serve for one (1) year, beginning October 1.

ATTACHED:

- ECRC Board Membership Roster
- ECRC Executive Committee Roster

RECOMMENDED ACTION: A motion to elect a chair and vice chair and members of the Executive Committee to serve October 1, 2026 – September 30, 2027.



ECRC Membership

Mayor Tracy Andrews City of Chipley	Contact email: tandrews@cityofchipley.com Contact Phone: (850) 638-6350
Commissioner Steven Barry Escambia Co. Board of County Commissioners	Contact email: district5@myescambia.com Contact Phone: (850) 595-4950
Darryl Boudreau, Res. Planning Program Mgr. NWFL Water Management District	Contact email: Darryl.Boudreau@nwfwater.com Contact Phone: (850) 207-4477
Mayor Ben Boutwell Town of Century	Contact email: bboutwell@centuryflorida.us Contact Phone: (850) 256-3208
Tanya Branton FL Dept of Transportation	Contact email: tanya.branton@dot.state.fl.us Contact Phone: (850) 330-1550
Mayor Bob Campbell City of DeFuniak Springs	Contact email: dfsmayor@defuniaksprings.net Contact Phone: (850) 892-8500
Councilmember Paul Casto City of Panama City Beach	Contact email: paul.casto@pcbfl.gov Contact Phone: (850) 233-5100
Commissioner Doug Crosby Bay Board of County Commissioners	Contact email: dcrosby@baycountyfl.gov Contact Phone: (850) 248-8142
Commissioner Danny Glidewell Walton Board of County Commissioners	Contact email: glidanny@co.walton.fl.us Contact Phone: (850) 892-4020
Councilmember Jack Griffis Town of Springfield	Contact email: jgriffis@springfield.fl.gov Contact Phone: (850) 872-7570
Mayor Pro Tem Terésa Hebert City of Destin	Contact email: thebert@cityofdestin.com Contact Phone: (850) 837-4242
Mayor Pam Henderson City of Callaway	Contact email: mayor@cityofcallaway.com Contact Phone: (850) 874-8496



ECRC Membership

Councilmember Casey Jones City of Pensacola	Contact email: cjones@cityofpensacola.com Contact Phone: (850) 977-3892
Commissioner Carolyn Ketchel Okaloosa County Board of Commissioners	Contact email: cketchel@myokaloosa.com Contact Phone: (850) 651-7105
Mayor Heather Lindsay City of Milton	Contact email: hlindsay@miltonfl.org Contact Phone: (850) 686-2383
Elizabeth Orr, Director FL Dept of Environmental Protection	Contact email: Elizabeth.Orr@dep.state.fl.us
Commissioner Andrew Palmer Okaloosa County Board of Commissioners	Contact email: dpalmer@myokaloosa.com Contact Phone: (850) 461-7471
Kurvin Qualls, Chair Governor Appointee	Contact email: kurvin@bellsouth.net Contact Phone: (850) 791-5460
Commissioner Daniel Raffield Bay Board of County Commissioners	Contact email: draffield@baycountyfl.gov Contact Phone: (850) 248-8142
Mayor Pro Tem Bill Schaetzle City of Niceville	Contact email: wschaetzle@nicevillefl.gov Contact Phone: (850) 499-9236
Mayor JB Schluter City of Gulf Breeze	Contact email: jbschluter@gulfbreezefl.gov Contact Phone: (850) 934-5115
Councilmember David Schmidt City of Fort Walton Beach	Contact email: dschmidt@fwb.org Contact Phone: (850) 685-0631
J.D. Smith Governor Appointee	Contact email: j.d.smith@cox.net Contact Phone: (850) 375-1255
Commissioner Kerry Smith Santa Rosa Board of County Commissioners	Contact email: district2@santarosa.fl.gov Contact Phone: (850) 595-4950



ECRC Membership

Commissioner Earl Stafford
Holmes Board of County Commissioners

Contact email: earlstafford52@gmail.com
Contact Phone: (850) 547-1119

Commissioner Josh Street
City of Panama City

Contact email: jstreet@panamacity.gov
Contact Phone: (850) 872-3002

Commissioner Steven Stroberger
Escambia Co. Board of County Commissioners

Contact email: district1@myescambia.com
Contact Phone: (850) 595-4950

Councilmember April Sutton, Vice Chair
City of Mary Esther

Contact email: cmbrsutton@cityofmaryesther.com
Contact Phone: (850) 865-3326

Mayor JB Whitten
City of Crestview

Contact email: jbwhitten@cityofcrestview.org
Contact Phone: (850) 682-3812

Commissioner Colten Wright
Santa Rosa Board of County Commissioners

Contact email: district5@santarosa.fl.gov
Contact Phone: (850) 983-1877



ECRC Executive Committee

Kurvin Qualls, Chair
Governor Appointee

Contact email: kurvin@bellsouth.net
Contact Phone: (850) 791-5460

Councilmember April Sutton, Vice Chair
City of Mary Esther

Contact email: cmbrsutton@cityofmaryesther.com
Contact Phone: (850) 865-3326

Commissioner Danny Glidewell
Walton Board of County Commissioners

Contact email: glidanny@co.walton.fl.us
Contact Phone: (850) 892-4020

Mayor Pamn Henderson
City of Callaway

Contact email: mayor@cityofcallaway.com
Contact Phone: (850) 874-8496

J.D. Smith
Governor Appointee

Contact email: j.d.smith@cox.net
Contact Phone: (850) 375-1255
