

Emerald Coast Regional Council Board Meeting Agenda

**Bayview Community Center
2000 E Lloyd St, Pensacola, FL 32503**

November 12, 2025 11:00 a.m.

<https://attendee.gotowebinar.com/register/6426452401137922134>

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. Intro/Special Guests

Kandase Lee, CEO ECRC

2. ECRC Financial Follow Up Presentation

Kandase Lee, CEO and Dawn Schwartz, CFO ECRC

3. Transportation Alternatives (TA) Program and the Transportation Regional Incentive Program (TRIP)

Jill Nobels, Planner ECRC

4. Safe Streets 4 All (SS4A) Annual Report

Jill Nobels, Planner ECRC

5. Intelligent Transportation Systems - Fiber Design LAP Update

Ada Clark, Community & Economic Development Director ECRC

6. FDOT Rural Work Program

Tanya Branton, Planning Specialist FDOT

ACTION ITEMS

7. Approval of the September 22, 2025 Meeting Minutes and September 22, 2025 Executive Committee Summary

No Presentation

8. Approval of August - September 2025 Financial Statements

No Presentation

9. Approval of the Amended FY 2025-2026 Annual Budget & Work Program

Dawn Schwartz, CFO ECRC

10. Resolution ECRC 2025-09, Approval and Adoption of the 2022-2026 Comprehensive Economic Development Strategy (CEDS) Minor Update

Eric Christianson, Planner ECRC

Information Item

1

Information provided at meeting

Information Item

2

Information provided at meeting

Information Item

3



Agenda Item Number: 3

SUBJECT: Presentation of the FDOT District Three Transportation Alternatives (TA) Program and the Transportation Regional Incentive Program (TRIP)

BACKGROUND: FDOT District Three (D-3) is scheduled to announce the upcoming Transportation Alternatives (TA) Set-Aside and Transportation Regional Incentive Program (TRIP) application cycles for FY 2027 – FY 2032 Tentative Work Program.

Transportation Alternatives (TA)

The TA Set-Aside is intended to fund a variety of small-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. [Transportation Alternatives Program \(fdot.gov\)](https://www.fdot.gov/transportation-alternatives)

The Transportation Alternatives (TA) Set-Aside provides funding for programs and projects consistent with the Infrastructure Investment and Jobs Act (IIJA) also known as the Bipartisan Infrastructure Law. These set-aside funds include all projects and activities defined as TA: on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation, and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways.

Transportation Regional Incentive Program (TRIP)

The Transportation Regional Incentive Program (TRIP) was created as part of major growth management legislation enacted during the 2005 Legislative Session (SB 360). The purpose of the program is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

As the Regional Transportation Planning Organization, ECRC ranks and prioritizes all TRIP applications in the ECRC region. ECRC TRIP Criteria can be found at the following link: https://www.ecrc.org/programs/transportation_planning/northwest_florida_regional_tpo/plans_and_documents.php in the dropdown menu located on the bottom of the page.

Schedule

- Monday, November 3, 2025: TA and TRIP application solicitation starts.
- Monday, December 8, 2025 at 10:30 am: **Florida-Alabama TPO** TA & TRIP Informational Workshop <https://attendee.gotowebinar.com/register/8395449028069146205>
- Monday, December 8, 2025 at 1:00 pm: **Okaloosa-Walton TPO** TA & TRIP Informational Workshop <https://attendee.gotowebinar.com/register/614470220600707424>
- Monday, December 8, 2025 at 3:00 pm: **Bay County TPO** TA & TRIP Informational Workshop <https://attendee.gotowebinar.com/register/1230426530085488732>
- Tuesday, December 9, 2025 at 11:00 am: **ECRC – Regional Rural Transportation Plan – Technical Advisory Committee**
<https://attendee.gotowebinar.com/register/4475831912047651930>
- Friday, January 16, 2026: TA and TRIP applications are due in FDOT's Grant Application Program (GAP).

RECOMMENDED ACTION: This is an information only item. Contact Jill Nobles, Planner, ECRC at jill.nobles@ecrc.org or 850-332-7976 ext. 212.



TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM (TA)

Apply Now

[Click Here](#)

What is it?

The Transportation Alternatives Set-Aside Program (TA) was established by Congress to help fund a variety of small-scale transportation projects such as:

- Pedestrian and bicycle facilities
- Recreational trails,
- Community improvements such as historic preservation and vegetation management, and
- Environmental mitigation related to stormwater and habitat connectivity.



Where can I find more information on how to apply?

[https://www.fdot.gov/
planning/systems/systems-
management/tap](https://www.fdot.gov/planning/systems/systems-management/tap)

Or

[https://www.fdot.gov/
nwflroads/planning-
resources](https://www.fdot.gov/nwflroads/planning-resources)

Who is eligible to participate?

- Local Governments,
- Regional transportation authorities,
- Transit agencies,
- Non-profit entities, and
- Others

Contact Information

Tanya Sanders Branton
D3 TRIP/TA Coordinator
850.330.1550
Tanya.Branton@dot.state.fl.us





TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP)

Apply Now

[Click Here](#)

What is it?

The Transportation Regional Incentive Program (TRIP) was created as part of major Growth Management legislation enacted during 2005 Legislative Session (SB 360). The purpose of this program is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

Who is eligible to participate?

- Two or more contiguous MPOs
- One or more MPOs and one or more contiguous counties that are not members of a MPO
- A multi-county regional transportation authority created by or pursuant to law
- Two or more contiguous counties that are not members of a MPO
- MPOs comprised of three or more counties

Where can I find more information on how to apply?

[https://www.fdot.gov/
programmanagement/lp/
trip/default.shtm](https://www.fdot.gov/programmanagement/lp/trip/default.shtm)

Or

[https://www.fdot.gov/
nwflroads/planning-
resources](https://www.fdot.gov/nwflroads/planning-resources)

Contact Information

Tanya Sanders Branton
D3 TRIP/TA Coordinator
850.330.1550
Tanya.Branton@dot.state.fl.us



Information Item

4



Agenda Item Number: 4

SUBJECT: Emerald Coast Safety Action Plan Annual Report

BACKGROUND: The Bipartisan Infrastructure Law (BIL) established the new SS4A discretionary program, with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries. As a recipient of an SS4A grant, ECRC produced a Safety Action Plan. The Safety Action Plan will assist the ECRC and the TPO regions in achieving the target of zero fatalities and serious injuries.

The Emerald Coast Safety Action Plan was adopted on December 12, 2024. In dedication to the implementation of the safety projects identified in this plan, it is important to continue monitoring progress toward reducing traffic deaths and serious injuries. Yearly reporting will help determine which projects are effective in reducing traffic fatalities and serious injuries. The Safety Action Plan and Annual Report are published on the ECRC project website at:

https://www.ecrc.org/programs/transportation_planning/transportationsafety_initiatives.php.

ATTACHED:

- Draft SS4A Annual Report

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

2025 EMERALD COAST REGIONAL COUNCIL ANNUAL REPORT



PERFORMANCE MEASURES	Escambia		Santa Rosa		Okaloosa		Walton		Bay		Washington		Holmes		ECRC	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Total fatalities	64	60	22	27	29	19	21	26	25	33	4	9	7	6	172	180
Fatality rate	1.66	1.51	0.89	1.14	1.20	0.78	1.30	1.52	1.17	1.49	0.58	1.26	1.47	1.21	1.26	1.29
Total serious injuries	277	231	108	103	232	124	106	63	153	159	29	30	24	38	929	748
Serious injury rate	7.18	5.81	4.37	4.33	9.57	5.10	6.55	3.68	7.18	7.20	4.21	4.19	5.05	7.65	6.79	5.37
Number of pedestrian fatalities and serious injuries on all roads	40	32	11	11	12	11	9	5	22	21	1	1	0	2	96	83
Number of bicyclist fatalities and serious injuries on all roads	20	13	7	4	13	8	4	4	6	22	0	0	1	0	51	51
Number of safety projects constructed on HIN	-	5	-	0	-	3	-	3	-	0	-	0	-	0	-	11
Number of implemented safety improvements in prior calendar year	-	7	-	3	-	7 13	-	3	-	2	-	0	-	0	-	22

SAFETY IMPROVEMENTS IMPLEMENTED ON THE **HIGH INJURY NETWORK (HIN)**

ESCAMBIA COUNTY

- **Pedestrian and Traffic Safety Upgrade Projects**
Jackson Street from Fairfield Drive to 65th Avenue
Massachusetts Avenue from Mobile Highway to W Street
Longleaf Drive from Pine Forrest to Rolling Hills Road

PENSACOLA

- **North Palafox Road Diet**
From Cervantes Street to City Limits near West Yonge Street
- **Texar Drive (between Menendez Drive and 16th Avenue)**
Installation of Two Speed Tables

DESTIN

- **Calhoun Avenue, Airport Road (CR-20F) and Scenic Highway 98**
Sidewalk/pathway Repairs, Crosswalk Signage, and ADA Detectable Warning Surfaces

WALTON COUNTY

- **Rock Hill Road Phase 1 (US 331 to High Lonesome Road)**
Reclamation, widening, paving and installing a northbound turn lane at the intersection of US 331 & Rock Hill Road
- **SR 30 (US 98) (from West Shore Drive to Bay County Line)**
Safety lighting project to install standard roadway lighting along US 98 in Walton County.

FREEPORT

- **SR 20 (from City Hall to US 331)**
Solar bollard lighting on the north side for the existing sidewalk.

OTHER SAFETY PROJECTS **NOT** ON HIGH INJURY NETWORK (HIN)

ESCAMBIA COUNTY

- Pedestrian and Traffic Safety Upgrade Projects
Chemstrand Road from Johnson Avenue to
Nine Mile Road

SANTA ROSA

- Construction of dedicated east bound turn lane at the northern terminus of Anderson Ln onto Willard NorrisTexar Drive (between Menendez Drive and 16th Avenue)

DESTIN

- Commons Drive - Sidewalk/pathway repairs, crosswalk signage, and ADA detectable warning surfaces

CRESTVIEW

- Commerce Drive (from Hwy 85 to Library) Re-striping
- S Pearl Street (E Cane Avenue to Aplin Road) Striping
- Main Street (Hwy 90 to railroad tracks) Sidewalks and intersection improvements, including adding ADA features and parking

BAY COUNTY

- Richard Jackson Boulevard - Roundabout/ Intersection improvements
- CR 389 East Avenue (from SR 390 to SR 77/Ohio Avenue) - Paved shoulders safety improvement.

Information Item

5



Agenda Item Number: 5

SUBJECT: Update on RFP 03-2025: Engineering Design Services- Design of the Florida-Alabama TPO Fiber Optic/Intelligent Transportation Systems Connection

BACKGROUND: For several years, construction of a regional Advanced Traffic Management System (ATMS) facility and Intelligent Transportation System (ITS) deployment has been a top priority of the Florida-Alabama TPO. Such facilities consist of advanced communication technologies integrated into transportation infrastructure such as traffic control systems, monitoring/detection subsystems, and motorist information systems designed to maximize the use of existing transportation networks.

The Florida-Alabama TPO has the role as lead agency to own, operate, and deliver the project on behalf of the local governments within the Florida portions of their area, and has been designated \$537,000 towards design of Fiber Optic Cable/ITS technology in portions of Escambia and Santa Rosa Counties. A Local Agency Participation (LAP) certification is required to take delivery of the funds, and a requirement for LAP certification is the direct hiring of staff. Because the Florida-Alabama TPO is staffed by the ECRC, it does not qualify for LAP certification.

On May 14, 2025, the Florida-Alabama TPO approved a resolution accepting the funds into the Transportation Improvement Program and are requesting the ECRC, as the direct hiring agency, to accept the award to become the LAP organization for delivery of the Fiber Optic Cable design on their behalf.

On May 21, 2025, ECRC approved Resolution ECRC 2025-05 authorizing the CEO to negotiate and execute a Local Agency Program agreement and authorizing staff to issue an RFQ for professional services for design of fiber optic cable for ITS deployment.

Through coordination with FDOT, RFP 03-2025 was issued on October 8, 2025. ECRC staff will provide an update on the ongoing RFP selection process.

RECOMMENDED ACTION: This item is for information only. For more information, please contact Kandase Lee at (850) 393-9715 or kandase.lee@ecrc.org.

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Information Item

6

Agenda Item Number: 6

SUBJECT: FDOT Rural Work Program

BACKGROUND: FDOT presented a virtual (online) and in-person public hearing for the FY 2027-2031 Tentative Work Program on October 16, 2025. The proposed Work Program will then be submitted to the Florida Legislature for adoption. Regional Rural Transportation Plan Project Priorities will be updated in 2026 using the Tentative Work Programs.

County Summary Reports have been posted to the website and can be found here: <https://www.fdot.gov/topics/fdot-work-program/district-3-wp-public-hearings/district-3-documents>

RECOMMENDED ACTION: This item is for information only. For more information, contact Tanya Branton, D-3 TA/TRIP/SUN Trail Coordinator and Rural Liaison at 850-330-1550, or Tanya.Brantton@dot.state.fl.us.

Action Item

7

Emerald Coast Regional Council

Meeting Minutes

The Chautauqua Building

95 Circle Drive, DeFuniak Springs, FL 32435

September 22, 2025, 11:30am



Members Present:

Kurvin Qualls, Governor Appointee, Chair
Councilmember April Sutton, City of Mary Esther, Vice Chair
Councilmember Jim Bagby, City of Destin
Darryl Boudreau, NWFLWMD
Mayor Bob Campbell, City of DeFuniak Springs
Commissioner Doug Crosby, Bay County (Virtual)
Kasey Cuchens, Governor Appointee
Commissioner Danny Glidewell, Walton County
Mayor Pam Henderson, City of Callaway
Mayor Heather Lindsay, City of Milton
Commissioner Claire Pease, Bay County (Virtual)
Councilmember Bill Schaetzle, City of Niceville
Mayor JB Schluter, City of Gulf Breeze (Virtual)
Councilmember David Schmidt, City of Fort Walton Beach (Virtual)
J.D. Smith, Governor Appointee
Commissioner Kerry Smith, Santa Rosa County (Virtual)
Commissioner Josh Street, City of Panama City
Commissioner Steven Stroberger, Escambia County
Mayor JB Whitten, City of Crestview
Commissioner Colten Wright, Santa Rosa County (Virtual)

Others Present:

Bruce Barnhart, Citizen (Virtual)
Amanda Carpenter, MPOAC Director
Vicari Dickerson, ECRC (Virtual)
Sierra Eades, WGI (Virtual)
Olen Pettis, FDOT (Virtual)
Vandy Vela, Bit-Wizards (Virtual)
Chris Wallace, City of DeFuniak Springs
Cory Wilkinson, HDR (Virtual)
Kandase Lee, ECRC
Dawn Schwartz, ECRC
Renee Quick, ECRC (Virtual)
Ada Clark, ECRC (Virtual)
Eric Christianson, ECRC (Virtual)
Rae Emary, ECRC
Gary Kramer, ECRC (Virtual)
Leandra Meredith, ECRC (Virtual)
Tammy Neal, ECRC
Jill Nobles, ECRC (Virtual)
Jill Strickler, ECRC (Virtual)

Members Not Present:

Mayor Tracy Andrews, City of Chipley
Commissioner Steven Barry, Escambia County
Councilmember Paul Casto, City of Panama City Beach
Commissioner Trey Goodwin, Okaloosa County
Commissioner Jack Griffis, City of Springfield
Councilmember Casey Jones, City of Pensacola
Elizabeth Orr, FL Department of Environmental Protection
Commissioner Andrew Palmer, Okaloosa County
Commissioner Earl Stafford, Holmes County

Call to Order

Chair Qualls called the meeting to order.

Call for Prayer and Pledge of Allegiance

The prayer was led by JD Smith, 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: FDOT Grant Programs

Chair Qualls introduced Olen Pettis, Planning Supervisor, FDOT and asked for an update.

Olen Pettis presented a brief overview and key updates for FDOT District Three (D-3) to include the FDOT Program Opportunities, the FDOT Tentative Five-Year Work Program Hybrid Public Hearing dates/times/locations, and upcoming FDOT Public Involvement.

Item 2: Watershed Partnership

Chair Qualls introduced Darryl Boudreau, Northwest Florida Water Management District.

Darryl Boudreau gave an update on the Watershed Partnership Program and explained that the District has requested \$22.5 million from the legislature to support the effort. The program builds on the District's Surface Water Improvement and Management (SWIM) plans and will focus on key issues such as water quality, stormwater, wastewater, and habitat restoration in four watersheds: Pensacola, Perdido, Choctawhatchee, and St. Andrew. Darryl Boudreau stated that the goal is to collaborate with community stakeholders to identify one priority subbasin in each watershed where funding can be concentrated.

Darryl Boudreau outlined upcoming public meetings to review priorities and gather feedback: St. Andrews on October 7, 2025 at FSU Panama City, Choctawhatchee on October 14, 2025 at the District office in DeFuniak Springs, and a joint Perdido–Pensacola meeting on October 15, 2025 at the Santa Rosa Auditorium in Santa Rosa County, noting that the two watersheds were combined

due to overlapping stakeholders. There will be county-level meetings held across the Panhandle as well.

Darryl Boudreau stated if funding is approved, the District will launch a grant program and call for projects within the selected subbasins.

Item 3: RTMC Update

Chair Qualls introduced Sierra Eades, Architect, WGI.

Sierra Eades presented the finalized design for the Regional Transportation Management Center, highlighting both the building's modern technological features and its exterior layout. The construction bidding process has concluded, with Bear General Contractors being awarded the project for \$16,623,672.00, and that a Notice to Proceed will be issued by Escambia County soon.

Kandase Lee added that a formal groundbreaking ceremony would occur in November and that more details would be forthcoming.

Action Items:

Item 4: Approval of the May 21, 2025 Meeting Minutes

Chair Qualls asked for action on the May 21, 2025 meeting minutes.

Mayor Whitten moved to approve the May 21, 2025 meeting minutes as presented. The motion was seconded by Commissioner Stroberger and was unanimously approved.

Item 5: Approval of April – July 2025 Financial Statements

Chair Qualls asked for action on the April – July 2025 financial statements.

JD Smith moved to approve the April – July 2025 financial statements. The motion was seconded by Mayor Henderson and was unanimously approved.

Item 6: Resolution ECRC 2025-07, Approval and Adoption of the FL-AL TPO, O-W TPO, and Bay TPO Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreements (ICARs)

Jill Nobles presented the FL-AL TPO, O-W TPO, and Bay TPO Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreements (ICARs). Each agreement, between the Florida Department of Transportation (FDOT), ECRC, the TPOs, counties, and transportation operators, outlines planning, review, and coordinating responsibilities. Jill Nobles stated the agreements were originally signed in 2010 and reaffirmed in 2015 and 2020, the updated FDOT template includes only minor language revisions and updated party names.

Vice Chair Sutton moved to approve and adopt the FL-AL TPO, O-W TPO, and Bay TPO Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreements (ICARs). The motion was seconded by Mayor Lindsay and was unanimously approved.

Item 7: Consideration of the Addition of Quest Corporation of America as a Subcontractor to the ECRC General Planning Consultant Contract

Kandase Lee requested approval to add Quest Corporation of America to the Kimley-Horn general planning consultant contract. This originates from a blanket procurement process conducted

jointly with the Florida-Alabama (FL-AL), Okaloosa-Walton (O-W), and Bay County TPOs, as well as ECRC. Kandase Lee explained that the amendment is required since the procurement was bundled across all agencies, and further stated that FL-AL and Bay County TPOs have already approved the addition. The O-W TPO will consider it at its November board meeting.

Councilmember Schaetzle asked whether Quest Corporation of America has previously worked with any of the TPOs as a contractor or if this would be their first involvement.

Kandase Lee explained that Quest was not currently working on any ECRC or TPO projects but has extensive outreach experience with FDOT District 3, including knowledge and familiarity with PD&E studies, public hearings, and related requirements.

Mayor Henderson moved to authorize the addition of Quest Corporation of America, Inc., as a subcontractor to the ECRC/TPOs general planning consultant contract. The motion was seconded by Councilmember Schaetzle and was unanimously approved.

Item 8: Resolution ECRC 2025-08, Approval of the RTMC Post Design Architectural Services

Kandase Lee asked for approval of a supplemental addendum to the existing agreement with WGI, Inc., the architect that designed the new Regional Traffic Management Center (RTMC). FDOT has asked ECRC to provide post-design architectural services due to the project's complexity. Kandase Lee stated that at the request of the Florida-Alabama TPO, FDOT transferred \$450,000 from a boxed line item in its budget into the existing LAP agreement with ECRC. Kandase Lee further stated that these funds, designated for professional design/architectural services, will support WGI's additional work.

Chair Qualls opened the floor for discussion.

Commissioner Pease asked whether the \$450,000 was already included in the project budget or whether there was an additional change order on top of the \$16.6 million design and construction cost. Kandase Lee clarified that the amount is an addition to the architectural agreement and is separate from the \$16.6 million construction contract.

Sierra Eades, Architect WGI explained that the \$450,000 covers post-design services such as attending meetings, coordinating with ECRC, the FL-AL TPO, reviewing submittals for accuracy, and ensuring communication and coordination happens with all parties throughout construction. Sierra Eades further explained that these behind-the-scenes tasks are essential but often not seen during the construction process.

Commissioner Crosby stated that he shared Commissioner Pease's concerns with the additional costs and requested information regarding the project costs.

Commissioner Stroberger moved to authorize the ECRC chair to sign Resolution ECRC 2025-08, authorizing the CEO to execute an addendum to the WGI contract and the existing LAP agreement increasing the supplemental funds of \$450,000 for the RTMC Post Design Architectural Services. The motion was seconded by Vice Chair Sutton and was unanimously approved.

Item 9: Evaluation of the Chief Executive Officer

Chair Qualls stated the ECRC Executive Committee members had met earlier that morning and completed an annual performance evaluation of CEO, Kandase Lee. Chair Qualls provided the Board with a summary of the meeting for discussion and determination of an increase in salary.

Chair Qualls opened the floor for discussion.

Mayor Lindsay expressed appreciation to Kandase for dedicated service and recognized her outstanding work.

Vice Chair Sutton reported that during a recent Florida Regional Council Association (FRCA) Policy Board meeting, Chris Rietow, Director of the Apalachee Regional Planning Council (ARPC), praised Kandase Lee and the ECRC staff for their outstanding work and support provided to ARPC, rather than highlighting ARPC's recent projects.

Mayor Henderson moved to increase Kandase Lee's current salary by four percent (4%). The motion was seconded by Commissioner Stroberger and was unanimously approved.

Item 10: Approval of the FY 2025-2026 Budget and Work Program

Dawn Schwartz, CFO ECRC presented the ECRC FY October 1, 2025 – September 30, 2026 (FY2025-2026) budget and work program, totaling \$11,636,918, and asked for questions or comments.

Chair Qualls opened the floor for discussion.

JD Smith requested a compilation of the past ten-twenty (10-20) years of ECRC budgets to demonstrate the Council's growth and financial strength, with the information to be provided at the November Board meeting. Additionally, Vice Chair Sutton requested an overview of projects included in recent years, noting their significant impact on the annual budget.

Kandase Lee acknowledged that there were nineteen (19) board members in attendance, compared to past difficulties of reaching a quorum, and expressed appreciation for the progress and commitment to the organization.

Commissioner Glidewell moved to approve the FY 2025-2026 Budget and Work Program. The motion was seconded by JD Smith and was unanimously approved.

Item 11: Nomination and Election of Chair & Vice Chair and Executive Committee to Serve October 1 2025 – September 30, 2026

Chair Qualls opened the floor for nominations. Mayor Henderson stated she would like to retain the current officers and Executive Committee members for the next fiscal year.

Mayor Henderson moved to elect Kurvin Qualls as ECRC Chair and Councilmember April Sutton as ECRC Vice Chair, and Executive Committee members Kurvin Qualls, Councilmember April Sutton, JD Smith, Mayor Pamn Henderson, and Commissioner Danny Glidewell to serve October 1, 2025 – September 30, 2026. The motion was seconded by Mayor Lindsay and was unanimously approved.

Adjournment

With no further business, the meeting was adjourned at 12:14pm.

**Emerald Coast Regional Council
Executive Committee Meeting**

The Chautauqua Building
95 Circle Drive, DeFuniak Springs, FL 32435
GoTo Webinar
September 22, 2025 9:30am



Executive Committee Members Present:

Kurvin Qualls, Chair
Councilmember April Sutton, Vice Chair
Commissioner Danny Glidewell, Walton County
Mayor Pam Henderson, City of Callaway
J.D. Smith, Governor Appointee

Others Present:

Amanda Carpenter, MPOAC
Kandase Lee, ECRC CEO
Dawn Schwartz, ECRC CFO
Renee Quick, ECRC HR Director (Virtual)
Rae Emary, ECRC Marketing & Outreach Coordinator
Leandra Meredith, ECRC Marketing & Outreach Coordinator (Virtual)
Tammy Neal, Executive Administrative Assistant, ECRC

Call to Order

Chair Qualls called the meeting to order.

Call for Prayer and Pledge of Allegiance

The prayer and Pledge of Allegiance was led by JD Smith.

Public Forum:

Chair Qualls opened the Public Forum. With no comments, Chair Qualls closed the Public Forum.

DISCUSSION ITEMS

Item 1: Evaluation of the Chief Executive Officer

Chair Qualls noted that, per the ECRC bylaws, the annual evaluation of Chief Executive Officer Kandase Lee is conducted in September, with the Executive Committee providing those recommendations to the Board later that morning.

Committee members commended Kandase Lee for the outstanding leadership and support within ECRC's seven-county (7) region and other RPC regions throughout the state.

Following a review and discussion of the evaluation categories, the Executive Committee gave high scores and recommended a salary increase to the Board.

Adjourn

With no further business, the meeting was adjourned at 10:03am.

Action Item

8

EMERALD COAST REGIONAL COUNCIL
Balance Sheet - Unposted Transactions Included In Report
As of 8/31/2025

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	1,860,228.83
Operating Reserves	858,311.69
Accounts Receivable	<u>1,616,408.35</u>
Total Current Assets	<u>4,334,948.87</u>
Total Assets	<u><u>4,334,948.87</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	(20,019.97)
Deferred Revenue	<u>355,585.51</u>
Total Short-term Liabilities	<u>335,565.54</u>
Total Liabilities	<u><u>335,565.54</u></u>
Net Assets	
Net Assets	
Unrestricted	<u>3,634,559.92</u>
Total Net Assets	3,634,559.92
Current YTD Net Income	<u>364,823.41</u>
Total Net Assets	<u><u>3,999,383.33</u></u>
Total Liabilities and Net Assets	<u><u>4,334,948.87</u></u>

EMERALD COAST REGIONAL COUNCIL

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 8/1/2025 Through 8/31/2025

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	5,893,839.00	413,716.80	4,734,468.93	(1,159,370.07)
Project Fringe Reimbursement	0.00	97,813.55	109,635.47	109,635.47
Total PROJECT REVENUES	5,893,839.00	511,530.35	4,844,104.40	(1,049,734.60)
ADMIN REVENUE				
ECRC Membership Dues	156,781.00	0.00	153,531.00	(3,250.00)
Local Contribution	39,306.00	0.00	39,226.00	(80.00)
Ind Exp Reimb	395,373.00	50,524.34	358,096.64	(37,276.36)
Interest and Misc Income	0.00	5,630.98	78,062.60	78,062.60
Total ADMIN REVENUE	591,460.00	56,155.32	628,916.24	37,456.24
PROJECT EXPENSES				
Salaries & Fringe	2,906,453.00	295,431.15	2,334,214.56	572,238.44
Indirect Costs	395,373.00	50,524.34	358,096.64	37,276.36
Travel	50,000.00	2,182.65	34,927.38	15,072.62
Other Direct Expenses	2,670,483.00	89,224.67	2,157,221.52	513,261.48
Total PROJECT EXPENSES	6,022,309.00	437,362.81	4,884,460.10	1,137,848.90
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	207,034.00	10,825.08	112,701.74	94,332.26
Operating: Audit & Legal Fees	6,500.00	0.00	7,021.50	(521.50)
Operating: Current Accounting Fees	1,800.00	80.99	1,742.95	57.05
Operating: Education	2,500.00	0.00	0.00	2,500.00
Operating: Expend/Debt Ser/Cap Lease	540.00	44.60	446.00	94.00
Operating: General Insurance	2,250.00	69.98	2,063.70	186.30
Operating: Memberships & Subscriptions	5,530.00	38.14	4,770.43	759.57
Operating: Office Expense	12,315.00	4,066.50	9,969.85	2,345.15
Operating: Personnel Training	10,000.00	0.00	150.00	9,850.00
Operating: Postage	500.00	0.00	199.36	300.64
Operating: Professional Services	8,280.00	594.43	6,977.07	1,302.93
Operating: Purchase of Equipment	6,160.00	16.50	639.92	5,520.08
Operating: Rent	9,700.00	809.22	9,654.45	45.55
Operating: Telephone	2,800.00	165.64	1,931.39	868.61
Operating: Travel - Admin	24,000.00	1,433.40	16,013.17	7,986.83
Operating: Travel - Council & Committee	6,000.00	0.00	4,111.58	1,888.42
Operating: Utilities	300.00	44.85	299.27	0.73
Total ADMINISTRATIVE AND OPERATING EXPENSES	306,209.00	18,189.33	178,692.38	127,516.62
COUNCIL EXPENSES				
Council Expenses	156,781.00	(311.00)	45,044.75	111,736.25
Total COUNCIL EXPENSES	156,781.00	(311.00)	45,044.75	111,736.25
NET INCOME	0.00	112,444.53	364,823.41	364,823.41

EMERALD COAST REGIONAL COUNCIL
Balance Sheet - Unposted Transactions Included In Report
As of 9/30/2025

	<u>Current Year</u>
Assets	
Current Assets	
Operating Cash	2,167,700.89
Operating Reserves	859,071.51
Accounts Receivable	<u>1,642,236.93</u>
Total Current Assets	<u>4,669,009.33</u>
Total Assets	<u><u>4,669,009.33</u></u>
Liabilities	
Short-term Liabilities	
Accounts Payable	371,521.65
Deferred Revenue	<u>291,146.58</u>
Total Short-term Liabilities	<u>662,668.23</u>
Total Liabilities	<u><u>662,668.23</u></u>
Net Assets	
Net Assets	
Unrestricted	<u>3,634,559.92</u>
Total Net Assets	3,634,559.92
Current YTD Net Income	<u>371,781.18</u>
Total Net Assets	<u><u>4,006,341.10</u></u>
Total Liabilities and Net Assets	<u><u>4,669,009.33</u></u>

EMERALD COAST REGIONAL COUNCIL

Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 9/1/2025 Through 9/30/2025

	YTD Budget - Original	Current Period Actual	YTD Actual	YTD Budget Variance
PROJECT REVENUES				
Project Revenues	5,893,839.00	584,869.62	5,319,338.55	(574,500.45)
Project Fringe Reimbursement	0.00	(11,452.64)	98,182.83	98,182.83
Total PROJECT REVENUES	5,893,839.00	573,416.98	5,417,521.38	(476,317.62)
ADMIN REVENUE				
ECRC Membership Dues	156,781.00	0.00	153,531.00	(3,250.00)
Local Contribution	39,306.00	0.00	39,226.00	(80.00)
Ind Exp Reimb	395,373.00	38,150.15	396,246.79	873.79
Interest and Misc Income	0.00	6,370.62	84,433.22	84,433.22
Total ADMIN REVENUE	591,460.00	44,520.77	673,437.01	81,977.01
PROJECT EXPENSES				
Salaries & Fringe	2,906,453.00	188,570.07	2,522,784.63	383,668.37
Indirect Costs	395,373.00	38,150.15	396,246.79	(873.79)
Travel	50,000.00	12,622.91	47,550.29	2,449.71
Other Direct Expenses	2,670,483.00	343,891.40	2,501,112.92	169,370.08
Total PROJECT EXPENSES	6,022,309.00	583,234.53	5,467,694.63	554,614.37
ADMINISTRATIVE AND OPERATING EXPENSES				
Administrative: Salaries & Fringe	207,034.00	11,279.96	123,981.70	83,052.30
Operating: Audit & Legal Fees	6,500.00	592.50	7,614.00	(1,114.00)
Operating: Bad Debt Expense	0.00	778.00	778.00	(778.00)
Operating: Current Accounting Fees	1,800.00	231.53	1,974.48	(174.48)
Operating: Education	2,500.00	0.00	0.00	2,500.00
Operating: Expend/Debt Ser/Cap Lease	540.00	89.18	535.18	4.82
Operating: General Insurance	2,250.00	0.00	2,063.70	186.30
Operating: Memberships & Subscriptions	5,530.00	125.82	4,896.25	633.75
Operating: Office Expense	12,315.00	516.45	10,486.30	1,828.70
Operating: Personnel Training	10,000.00	0.00	150.00	9,850.00
Operating: Postage	500.00	7.80	207.16	292.84
Operating: Professional Services	8,280.00	1,174.85	8,151.92	128.08
Operating: Purchase of Equipment	6,160.00	0.00	639.92	5,520.08
Operating: Rent	9,700.00	0.00	9,654.45	45.55
Operating: Telephone	2,800.00	379.36	2,310.75	489.25
Operating: Travel - Admin	24,000.00	5,764.74	21,777.91	2,222.09
Operating: Travel - Council & Committee	6,000.00	791.69	4,903.27	1,096.73
Operating: Utilities	300.00	57.20	356.47	(56.47)
Total ADMINISTRATIVE AND OPERATING EXPENSES	306,209.00	21,789.08	200,481.46	105,727.54
COUNCIL EXPENSES				
Council Expenses	156,781.00	5,956.37	51,001.12	105,779.88
Total COUNCIL EXPENSES	156,781.00	5,956.37	51,001.12	105,779.88
NET INCOME	0.00	6,957.77	371,781.18	371,781.18

Action Item

9

Agenda Item Number: 9

SUBJECT: Amendment to the FY2025-2026 ECRC Budget and Work Program to Include Additional ATMS Grant Funding and Revision of Commuter Assistance Program Funding

BACKGROUND: The FL-AL TPO will be provided with an additional \$1,000,000 for Escambia/Santa Rosa Coordinated Traffic Signal Operation funding within the FDOT FY 2027-2031 Tentative Work Program. In addition, the FDOT has chosen to end the Commuter Assistance Program as of December 31, 2025. This results in a reduction in FDOT CAP funds from \$230,000 to \$57,500 for the current fiscal year.

FUNDING AMOUNT:

- \$1,000,000 ATMS Funding FL AL TPO
- \$57,500 Commuter Assistance Program

ATTACHED:

- Draft Amended ECRC Budget and Work Program October 1, 2025 - September 30, 2026.

RECOMMENDED ACTION: A motion to adopt the amended ECRC FY2025-2026 Budget and Work Program. For more information, contact Dawn Schwartz, CFO at (850) 332-7976, ext. 202, or dawn.schwartz@ecrc.org.



Annual Budget

October 1, 2025 —September 30, 2026

Adopted: September 22, 2025
Amended: November 12, 2025 (Draft)



EMERALD COAST REGIONAL COUNCIL
October 1, 2025 - September 30, 2026
REVENUE SOURCES

	FY25-26
<u>FEDERAL</u>	
ATMS Fiber Design LAP	535,000
Economic Development Administration (Planning)	70,000
FDOT Long Range Transportation Plans	385,000
Hazardous Materials Emergency Planning	55,680
Regional Rural Transportation Plan	60,000
Regional Traffic Management Center - LAP	250,000
Safe Streets for All Planning and Demonstration Grant	5,000,000
USDOT FL AL TPO-CPG	963,134
USDOT OW TPO-CPG	554,827
USDOT BAY TPO-CPG	541,458
USDOT FL AL TPO SU	753,873
USDOT OW TPO - Bike/Ped Plan	200,001
USDOT OW TPO - Corridor Study	120,000
USDOT BAY TPO - Bike/Ped Plan	88,000
USDOT ALDOT	26,186
Total	9,603,159
<u>STATE</u>	
DEP Resilience Regional Coordination	54,500
FDEM Hazardous Materials Emergency Analysis	3,122
FDEM Local Emergency Planning Commission (LEPC)	90,000
FDOT ATMS - Santa Rosa County Equipment	500,000
FDOT ATMS - Signalization	1,400,000
FDOT Commuter Assistance	57,500
FL Commission for the Transportation Disadvantaged	183,695
FL Dept of Commerce - IGSA/FLDTF	35,000
SHIP Housing Admin (Holmes, Walton, Washington)	105,555
Total	2,429,372
<u>LOCAL/OTHER</u>	
AL-Baldwin County	6,547
ECRC-Membership Dues	156,691
Escambia & Santa Rosa County Summer Traffic Monitoring	57,400
Escambia Impediment Analysis	17,000
Hazardous Waste Verification-SQG	83,800
Okaloosa County Transit Cooperative	16,000
Okaloosa Gas District Grant Mgmt.	6,250
Port of Panama City	6,250
Santa Rosa Co - Defense Grant Writing	25,000
Town of Century Technical Assistance	15,000
TPO Member Contribution	36,377
Walton/Okaloosa/Regional Utility Authority	5,572
Total	431,887
Total Revenue	\$ 12,464,418

EMERALD COAST REGIONAL COUNCIL
October 1, 2025 - September 30, 2026
EXPENDITURES

	FY25-26
Salaries and Fringe	3,081,315
Building Rent	99,000
Depreciation	10,000
Vehicle Replacement	75,000
Events	-
General Insurance	31,000
Office Expense	
Office Equipment & Leases	84,300
Office Supplies & Maintenance	40,000
Printing/Copies/Postage	6,000
Professional Services	
IT Services	98,300
Audit/Legal	95,000
Program Development	50,000
Software Maintenance/Subscriptions	60,500
Telephone and Utilities	34,300
Travel	100,000
Total	<u>3,864,715</u>

Direct Contract Consultant

ATMS - Fiber Design LAP	535,000
ATMS - Master Plan Update	150,000
ATMS - Santa Rosa County Equipment	500,000
ATMS - Signalization	1,389,500
Bay TPO - LRTP, Bicycle & Pedestrian Plan	203,000
FL AL TPO - LRTP, Pace Blvd Study	179,403
FL Dept of Commerce - IGSA/FLDTF	25,800
OW TPO - LRTP, Bicycle & Pedestrian Plan, Corridor Study	367,000
Regional Traffic Management Center - Post Architectural Design	250,000
SS4A - Planning and Demonstration Grant	5,000,000
Total	<u>8,599,703</u>

Total Expenditure: \$ 12,464,418

EMERALD COAST REGIONAL COUNCIL
October 1, 2025 - September 30, 2026
BUDGET REQUEST

	ECRC	TPO MEMBER CONTRIBUTION	FY25-26 TOTAL	INVOICED for FY24-25
BAY COUNTY	\$ 20,611	\$ 3,854	\$ 24,465	\$ 23,842
Callaway	1,984	653	2,637	2,466
Lynn Haven	2,547	901	3,448	3,394
Mexico Beach	642	61	703	691
Panama City	4,291	1,662	5,953	6,090
Panama City Beach	2,455	861	3,316	3,455
Parker	943	195	1,138	1,137
Springfield	1,401	397	1,798	1,768
ESCAMBIA COUNTY	34,636	9,937	44,573	45,232
Century	664	n/a	664	668
Pensacola	6,015	1,960	7,975	8,178
HOLMES COUNTY	3,006	n/a	3,006	2,991
Bonifay	784	n/a	784	778
Esto	-	n/a	-	250
Noma	-	n/a	-	250
Ponce de Leon	-	n/a	-	250
Westville	-	n/a	-	250
OKALOOSA COUNTY	23,181	3,558	26,739	26,786
Cinco Bayou	-	-	-	264
Crestview	3,487	829	4,316	4,138
Destin	1,961	405	2,366	2,400
Fort Walton Beach	2,609	585	3,194	3,251
Laurel Hill	-	-	-	250
Mary Esther	949	125	1,074	1,095
Niceville	2,159	461	2,620	2,648
Shalimar	-	-	-	274
Valparaiso	1,005	140	1,145	1,155
SANTA ROSA COUNTY	21,798	6,782	28,580	28,584
Gulf Breeze	1,134	225	1,359	1,389
Jay	-	n/a	-	250
Milton	1,530	366	1,896	1,910
WALTON COUNTY	9,773	1,973	11,746	11,382
DeFuniak Springs	1,122	173	1,295	1,302
Freeport	1,486	274	1,760	1,659
Paxton	-	n/a	-	250
WASHINGTON COUNTY	3,657	n/a	3,657	3,550
Caryville	-	n/a	-	250
Chipley	861	n/a	861	860
Ebro	-	n/a	-	250
Vernon	-	n/a	-	250
Wausau	-	n/a	-	250
TOTAL	\$ 156,691	\$ 36,377	\$ 193,068	\$ 196,087

Action Item

10

Agenda Item Number: 10

SUBJECT: Consideration of Resolution ECRC 2025-09, Adopting the Annual Performance Report for the 2022-2026 Comprehensive Economic Development Strategy (CEDS)

BACKGROUND: In 1995, the ECRC region was designated an Economic Development District (EDD) by the U.S. Department of Commerce Economic Development Administration (EDA). Developing a Comprehensive Economic Development Strategy (CEDS) is a prerequisite for most EDA planning programs. The CEDS is a working document used by both the private and public sectors and is aimed at helping expand private-public partnerships. The 2022-2026 major update, which is required every five years, was adopted on June 16th, 2022. Every year an annual performance report is required. This document represents the 2025 Annual Performance Report for the 2022-2026 CEDS.

ATTACHED:

- Resolution ECRC 2025-09
- [CEDS FY2022-2026 DRAFT 2025 Annual Performance Report](#)

RECOMMENDED ACTION: Approval of Resolution ECRC 2025-09, adopting the 2025 Annual Performance Report for the 2022-2026 CEDS. Contact Ada Clark, Community and Economic Development Director, at 1-850-332-7976, Ext. 278, or ada.clark@ecrc.org, if additional information is needed.

RESOLUTION ECRC 2025-09
A RESOLUTION OF THE EMERALD COAST REGIONAL COUNCIL
ADOPTING THE ANNUAL PERFORMANCE REPORT FOR THE
2022-2026 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

WHEREAS, the ECRC region was designated an Economic Development District (EDD) by the U.S. Department of Commerce and Economic Development Administration (EDA) in 1995; and

WHEREAS, development of a Comprehensive Economic Development Strategy (CEDS) is a prerequisite for most EDA planning programs; and

WHEREAS, ECRC's current 2022 – 2026 CEDS is a working document used by both the private and public sectors, and is aimed at helping expand private-public partnerships, requiring major updates every five years and an Annual Performance Report;

NOW, THEREFORE, BE IT RESOLVED BY THE EMERALD COAST REGIONAL COUNCIL THAT:

The Emerald Coast Regional Council hereby adopts the 2025 Annual Performance Report for the 2022 – 2026 Comprehensive Economic Development Strategy (CEDS).

Duly passed and adopted by the Emerald Coast Regional Council on this 12th day of November 2025.

BY: _____
Kurvin Qualls, Chair

ATTEST: _____
Kandase Lee, ECRC Chief Executive Officer

