



## TRANSPORTATION PLANNING ORGANIZATION

Marion County Commission Auditorium  
601 SE 25<sup>th</sup> Avenue, Ocala, FL 34471

**June 25, 2019**

### MINUTES

#### **Members Present:**

Commissioner Kathy Bryant  
Councilwoman Valerie Hanchar  
Commissioner Ronald Livsey  
Councilman Brent Malever  
Commissioner David Moore  
Councilman Jay Musleh (*arrived at 4:50pm*)  
Commissioner Michelle Stone

#### **Members Not Present:**

Commissioner Jeff Gold  
Mayor Kent Guinn  
Councilman Justin Grabelle  
Councilwoman Mary Rich  
Commissioner Carl Zalak

#### **Others Present:**

### **Item 1. Call to Order and Roll Call**

Chairwoman Hanchar called the meeting to order at 4:06 PM. Secretary Shakayla Pullings called the roll of members. A quorum was not present.

Chairwoman Hanchar called a recess at 4:34 PM to see if any other board members would arrive to have a quorum. At 4:50 PM Councilman Musleh arrived and a quorum was present and the meeting resumed.

### **Item 2. Pledge of Allegiance**

Chairwoman Hanchar led the board and audience in the Pledge of Allegiance.

### **Item 3. Proof of Publication**

Secretary Shakayla Pullings stated that the meeting had been published online at the City of Ocala, Belleview, Dunnellon, Marion County, and the TPO's websites on June 18<sup>th</sup>, 2019.

### **Item 4a. List of Priority Projects (LOPP) FY 2025**

Derrick Harris presented the List of Priority Projects and said that at the May TPO Board Meeting, staff received direction regarding how to formally proceed with ranking the 2019 List of Priority Projects (LOPP). It was determined that an internal interim ranking criteria developed by TPO staff should be used, with staff bringing back recommendations at the June meeting.

The ranking criteria developed was grouped into six categories:

1. Multimodal: The ranking criteria looked at whether a project incorporated different modes of transportation into the project or was multimodal. Therefore, if a project incorporated bike lanes, sidewalks, transit options, or offered a new alternative, such as a trail, it received one point for being multimodal.
2. Performance Measure: Based on the latest federal transportation legislation, the Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015, which required MPO/TPOs to measure the performance of projects. This was done by measuring projects on safety, system performance, pavement/bridge condition, and transit asset management. Therefore, the LOPP gave weight to any project that met one of the performance measures, and an additional point if the project met two. Most projects could only obtain one point for a performance measure, as most performance measures required a project to either be on or demonstrate how it improved the performance of a corridor on the National Highway System (NHS). Therefore, most projects that obtained two points in the category were a part of the NHS.
3. Project Development: The ranking criteria looked at where the projects were in their development. For example, if a project was in the Project Development & Environmental (PD&E) stage it received one point, and it received an additional point for

each stage the project was in up until construction, which would be four points. Projects could only qualify for one of the phases, with one to four points possible.

4. Funding Availability: The Florida Department of Transportation (FDOT) had mentioned on several occasions, funding was limited. Therefore, if a project had a lower cost associated with it, and/or a lower cost still needed for completion, the project could receive one additional point.

5. Local Revenue/Funding Source: An additional category that staff thought was pertinent to the ranking system was local revenue. Therefore, if a project had local revenue being added to the project it received an additional point.

6. Local Partnership: The ranking criteria considered whether a project had a formal partnership between two agencies. For example, a project could be a Local Agency Program (LAP) project, or a project that FDOT managed or helped manage for another jurisdiction. In this case, the project would receive an additional point.

The ranking criteria developed by TPO staff was based on several discussions with FDOT, various staff from local municipalities, and internal discussions. These discussions helped create a ranking criteria that was narrowed down based on the adopted 2040 Long-Range Transportation Plan's (LRTP) Goals and Objectives. The Goals from the 2040 LRTP which was focused on were Multimodal Choices (Goal #1), Economic Development and Growth (Goal #2), Safety and Security (Goal #3), Cooperation (Goal #4), and System Preservation (Goal #6).

TPO staff meet with both the Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) on June 11th, and with TAC again on June 18th.

- The CAC had great discussion regarding the projects and the ranking criteria, and with feedback approved a motion to support the ranking criteria, and the list.
- The TAC made several comments and offered feedback regarding the projects on the list. The discussion ended up leading TPO staff to change the original list, based on the project status updates and comments that were provided by the TAC members. This led TPO staff to arrange another meeting with TAC members to discuss the changes.
- Therefore, TPO staff meet with the TAC again on June 18th. At this meeting TAC members made additional comments regarding the status and ranking of projects on the list. Ultimately, the TAC recommended that the methodology, and ranking was satisfactory. At the TAC meeting (June 18th) a quorum wasn't present. However, a consensus was reached, and the TAC members recommended the entire list be submitted to the TPO Board for final discussion/approval.

TPO staff was presenting the entire ranked LOPP and recommended the Top 15 projects from the list be transmitted to FDOT as the current list of the TPO's Top Priorities. Staff requested action for the ultimate approval of this list or some modification thereof.

*Ms. Bryant made a motion to move priority #20 to priority #4 and shift everything else down. Ms. Stone seconded, a roll-call vote was called and the motion passed unanimously.*

Mr. Harris asked the board if they wanted to submit a Top 20 list of priority projects or submit the entire list of projects.

Ms. Bryant said she would prefer to submit a Top 20 to show priority. The board agreed.

**Item 4b. FY 2019/20 – 2023/24 Transportation Improvement Program**

Kristen Woodruff presented the FY 2019/20 – 2023/24 Transportation Improvement Program and said that at the May board meeting, staff presented the FY 2019/20 – 2023/24 Transportation Improvement Program (TIP) for the TPO board to review. The listing of scheduled projects in the document were pulled from the Florida Department of Transportation's Tentative Work Program and had not changed since the draft was

presented at the previous board meeting. The 30-day public comment period was from June 1 to June 30, 2019.

Ms. Woodruff said as a reminder to the board, notable additions to the year's update included:

- 433652-1: SR 40 intersections at SW 40th Avenue and SW 27th Avenue – Added turn lanes (additional \$1.3 million)
- 4261791-1: Silver Springs State Park Pedestrian Bridges – Pedestrian/Wildlife Overpass (additional \$2.6 million)
- 433651-1: CR 484 from SW 20th Avenue to CR 475A – Interchange Improvement (Construction phases and additional ROW funding, \$6.8 million)
- Updated SunTran and Congestion Management Process language in Executive Summary

Ms. Bryant made a motion to approve the FY 2019/20 – 2023/24 Transportation Improvement Program. Ms. Stone seconded, a roll-call vote was called and the motion passed unanimously.

**\*Walk-On Agenda Item: State of Florida Department of Transportation Amendment**

FDOT asked that the TPO Chair sign a letter allowing for a new FEI number for billing purposes since the TPO would be hosted by Marion County and not the City of Ocala.

Ms. Stone made a motion to approve the State of Florida Department of Transportation Amendment. Mr. Malever seconded, and the motion passed unanimously.

**\*Walk-On Agenda Item: TPO Director Car Allowance**

Ms. Stone made a motion to approve that the \$3,000 to come out of the TPO Director contract and he would be paid mile reimbursement according to IRS allowable rates. Mr. Malever seconded, and the motion passed unanimously.

#### **Item 4c. Office Relocation**

TPO Director, Rob Balmes presented the office relocation and said that per the Staff Services Agreement, the TPO would be located at the Marion County Growth Services Building.

Mr. Balmes said that based on the configuration of the existing space, modifications were necessary to support a functional and professional office environment for staff, partner agencies and consultants. The current space was not suitable to house 5 full time equivalent staff, accommodations for a conference and meeting room, and space for printing and copying.

The TPO Board was asked to approve the use of TPO funds not to exceed \$50,000 for office cubicle and construction costs at the Marion County Growth Services Building. Upon TPO Board approval, staff would then obtain at a minimum three bid estimates from

office vendors. The vendor list and selected vendor with a proposed contract purchase would then be provided to the Florida Department of Transportation for their review and approval.

To save on moving costs, the TPO would also transport most of its current inventory of computers, office furniture and supplies to Marion County by July 1, 2019. Additional office supplies and furniture would also be necessary but were not part of the request.

*Ms. Stone made a motion to setup long term for efficiency sake in the new TPO office location up to \$50,000. Ms. Bryant added “to come from the UPWP” and seconded the motion. The motion passed unanimously.*

#### **Item 4d. Travel Policy**

Mr. Balmes presented the Travel Policy to the board and said that the policy would establish the policies and procedures for the payment and/or reimbursement of expenses incurred while traveling on official business. The Policy also referenced the permitted use of City of Ocala vehicles. Based on the TPO’s transition to Marion County, updates to the Travel Policy, effective July 1, 2019, were necessary to ensure references to the use of City of Ocala vehicles were removed. The references were replaced with Marion County and privately-owned vehicles. Changes to the document were highlighted and included in the meeting packet in tracked changes mode for the ease of the board to reference.

The changes also included references to the most current U.S. General Services Administration (GSA) incidental allowances.

*Ms. Stone made a motion to approve the Travel Policy. Ms. Bryant seconded, and the motion passed unanimously.*

**Item 5. Consent Agenda**

*Ms. Bryant made a motion to approve the Consent Agenda. Ms. Stone seconded, and the motion passed unanimously.*

**Item 6. Comments by FDOT**

*There were no comments by FDOT.*

**Item 7. Comments by TPO Staff**

TPO staff displayed the 2045 Long-Range Transportation Plan (LRTP) Facebook page and logo for the board to view.

Mr. Harris said the next steps were to get public input by an online based survey on the website [www.ocalamarion2045.com](http://www.ocalamarion2045.com), attend events and hosting workshops throughout the community from mid/late July through September, provide a brief update on

status/feedback of surveys at the August meeting, attend the Stakeholder Committee meeting in September, and go over goals and objectives at the October meeting.

**Item 8. Comments by TPO Members**

*There were no comments by TPO Members.*

**Item 9. Public Comment**

*There was no TPO member comments.*

**Item 10. Adjournment**

Chairwoman Hanchar adjourned the meeting at 5:13pm.

Respectfully Submitted By:

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Shakayla Pullings, TPO Administrative Assistant