



**TPO Board Meeting**

Marion County Commission Auditorium  
601 SE 25<sup>th</sup> Avenue, Ocala, FL 34471  
February 25, 2020  
4:00 PM

**MINUTES**

**Members Present:**

Commissioner Kathy Bryant  
Commissioner Jeff Gold  
Mayor Kent Guinn  
Councilwoman Valerie Hanchar  
Commissioner Ronald Livsey  
Commissioner David Moore  
Commissioner Michelle Stone  
Commissioner Carl Zalak

**Members Not Present:**

Councilman Justin Grabelle  
Councilman Brent Malever  
Councilman Jay Musleh

**Others Present:**

Rob Balmes, TPO  
Derrick Harris, TPO  
Shakayla Irby, TPO  
Liz Mitchell, TPO  
Anton Schauerte, TPO  
Vickie Wyche, FDOT  
Anna Taylor, FDOT  
Mike McCammon, FDOT

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

Chairman Gold called the meeting to order at 4:02pm. Secretary Shakayla Irby called the roll and a quorum was present.

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

Chairman Gold led the board in the Pledge of Allegiance.

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

Secretary Shakayla Irby stated that the meeting had been published online on the TPO website, the City of Ocala, Belleview, and Dunnellon websites on February 18, 2020. The meeting was also published to the TPO's Facebook and Twitter page.

### **Item 4a. Fiscal Years 2019/20 to 2023/24 Transportation Improvement Program (TIP) Amendments**

Anton Schauerte presented and said that per the request of the Florida Department of Transportation (FDOT), the following project was being amended to the fiscal year (FY) 2019 to 2023/2024 Transportation Improvement Program (TIP). The project could be found on pages 42, 51, and 1-3 of the TIP – Amended November 26, 2019.

FM#433651-1 – County Road 484, Southwest 20th Avenue to County Road 475A – Interchange Improvement

Sponsor: FDOT

- \$1,092,411.00 was being added in FY 19/20, including 300,000.00 for Preliminary Engineering – Utility and \$792,411.00 for Construction – Utility.
- To be used to reimburse utility companies for the relocation of utilities.

*Ms. Stone made a motion to approve the Fiscal Year 2019/20 to 2023/24 TIP Amendments.*  
*Ms. Bryant seconded, a roll-call vote was called and the motion passed unanimously.*

### **Item 4b. 2020 Safety Performance Targets**

Mr. Schauerte presented and said the Performance Management was a strategic approach to connect investment and policy decisions to help achieve performance goals. Performance measures were quantitative criteria used to evaluate progress. Performance measure targets were the benchmarks against which collected data was gauged. The Moving Ahead for Progress in the 21st Century Act (MAP-21) required State DOTs and TPOs/MPOs to conduct performance-

based planning by tracking performance measures and setting data-driven targets to improve those measures.

Mr. Schauerte provided an update to the TPO Board regarding the latest performance measure reporting for Pavement and Bridge Conditions and Travel Time Reliability. Additionally, it was requested that the inclusion of the performance measures be added into the current Transportation Improvement Program (TIP).

Ms. Stone made a motion to approve the Pavement and Bridge Condition, Travel Time Reliability Performance Measures. Ms. Bryant seconded, a roll-call vote was called and the motion passed unanimously.

Mr. Schauerte talked about the 2020 Safety Performance Targets and said that every year, the Federal Highway Administration (FHWA) required the Florida Department of Transportation (FDOT) and all Metropolitan Planning Organizations in Florida to adopt Safety Performance Measure (PM) targets. Developed in 2016 as part of the Moving Ahead for Progress in the 21st Century Act, or MAP-21, the targets provided a way for the MPOs and the State to track performance measures and ultimately improve on these measures.

### **Safety Performance Measures**

### **Description**

1. Fatalities

Total number of fatalities in a motor vehicle crash

2. Fatalities (Rate)

Total number of fatalities per 100 Million VMT (Vehicle Miles Traveled)\*

3. Serious Injuries

Total number of serious injuries in a motor vehicle crash

4. Serious Injuries (Rate)

Total number of serious injuries per 100 Million VMT (Vehicle Miles Traveled)\*

5. Non-Motorized Fatalities & Serious Injuries

Combined number of non-motorized fatalities and non-motorized serious injuries involving a motor vehicle

Performance Measures (PM) #1, #3 and #5 indicated the total number of fatalities and serious injury crashes. PM #2 and #4 evaluated the fatalities and serious injuries based on traffic volumes, allowing for the standardization of data. The rates determined in PM #2 and #4 are per 100 million Vehicle Miles Traveled (VMT). The Fatality rate and Serious Injury rate allowed staff to compare crash severity across different geographic areas. Additionally, because crash statistics in any given year were prone to extreme fluctuations, a rolling five-year average of the data is utilized to determine trends.

The Ocala Marion TPO provided the option to either adopt the targets established by FDOT or develop its own quantifiable safety performance targets. In 2018, FDOT adopted a target of “Zero” for all five (5) safety performance measures. For the past two years, the TPO had adopted its own Safety PM targets.

Mr. Schauerte presented methodology on the how staff came up with its Safety Performance Targets and was seeking board approval to continue with the TPOs own targets.

Ms. Stone asked if a timeline was being put together for a safety plan for the community. Mr. Balmes said that staff was identifying tasks in the Unified Planning Work Program (UPWP) over the next two years a safety plan can be worked towards.

Mr. Zalak made a motion to approve the 2020 Safety Performance Targets. Mr. Moore seconded, and the motion passed unanimously.

#### **Item 4c. 2045 Long Range Transportation Plan (LRTP) Goals and Objectives**

Derrick Harris presented and said staff had been diligently garnering feedback, expertise, and advice regarding the Goals and Objectives (G&O’s) for the update to the 2045 Long-Range Transportation Plan (LRTP) which began in the summer. Staff conducted a nearly three month long survey, held several public workshops, and presented to various committees along the way.

Therefore, after several months of analysis staff was prepared to present the Goal weights for the 2045 LRTP. Details of how the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), the 2045 LRTP Steering Committee, the public, and TPO staff weighted the goals was provided to the board.

Staff had two options for discussion and approval. The first option included a 50/50 split with all committees and TPO staff comprising 50 percent, and the public comprised the remaining 50 percent. This was completed by a simple average of the committees/TPO staff, and averaging with the data from the public. The second option included an equal four way split between the TAC/CAC, LRTP Steering Committee, TPO Staff, and the public. The method was performed using the same methodology as option one, simple average.

The item was brought before the TPO Board at the November TPO Board meeting. It was discussed at the time to send the weighting exercise out to the TPO Board members in order to gain additional feedback. Therefore, emails were sent out to the TPO Board on Wednesday December 4th, Tuesday December 17th, and Tuesday January 14th. Staff had not received any additional responses regarding the Goals and Objectives. Therefore, the same options were presented again.

The goals were as followed:

1. Promote travel choices that are multimodal and accessible
2. Provide efficient transportation that promotes economic development

3. Focus on improving safety and security of the transportation system
4. Ensure the transportation system meets the needs of the community
5. Protect natural resources and create quality places
6. Optimize and preserve existing infrastructure

Ms. Stone asked how often the goals would be ranked.

Mr. Harris answered the goals would be ranked again in five years.

Ms. Stone said the focus of improving safety and security of the transportation system was one of the issues that needed to be addressed.

Ms. Bryant said she felt goal #5 should be #6.

Mr. Harris said that with the task force and toll roads on everyone's mind the community focused a lot on preservation of the infrastructure.

Mr. Gold asked how many citizens had been surveyed and how many responses were received.

Mr. Harris responded three hundred with a little over two hundred and fifty responses for the citizens and public meetings.

Ms. Bryant said it was important to look at what the community currently looked like.

Ms. Stone offered a re-ranking:

#1 to be moved to #6

#2 to remain the same

#3 to be moved to #1

#4 to be moved to #3

#5 to remain the same

#6 to be moved to #4

In the order of 6,2,1,3,5,4

Ms. Bryant offered a re-ranking:

#1 to be moved to #6

#2 to be moved to #3

#3 to be moved to #2

#4 to remain the same

#5 to be moved to #1

#6 to be moved to #5

In the order of 6,3,2,4,1,5

Mr. Moore said he would like goal #3 to be goal #1.

Ms. Bryant made a motion to approve the 2045 LRTP Goals and Objectives with her recommended goal ranking. Mr. Zalak seconded, and the motion passed with Mr. Moore opposing.

#### **Item 4d. Fiscal Year 2020 Evaluation of the Community Transportation Coordinator (CTC)**

Liz Mitchell presented and said that Transportation Coordinator (CTC) was to be evaluated annually based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria. TPO staff conducted the evaluation during the month of January and early February.

The evaluation included an analysis of all relevant elements within the operations of Marion Transit Services. Examples include:

- Policies & Procedures
- Vehicle Operations & Maintenance
- Grievance Procedures
- Budget
- Contracts and Contract Management
- Driver Certification & Training
- Performance Standards
- Quality Assurance
- Safety Standards

Ms. Mitchell shared with the board the recommendations and commendations:

#### **Recommendations:**

Provide readily available comment cards on each bus for input from the riders with a sealed drop box.

Place the "Riding Rules" and "Marion Senior Services" brochures on each bus readily available for the riders to pick up and review.

Standardize the location of the pertinent phone numbers on each bus with an emphasis on the size of the numbers (larger for distance viewing from the back of the bus).

#### **Commendations:**

Riders were pleased and speak highly of the overall system and the staff.

The innovation and development of the deviated route called the "Blue Line" in the City of Dunnellon to achieve a more cost effective result with a more timely response.

Marion Transit Services monitored and continued to make changes required to provide the coverage necessary, to maintain happy riders given the vast size of the county.

Continued improvement and success to Marion County Transit Services and the CTC.

*Ms. Bryant made a motion to approve the Fiscal Year 2020 Evaluation of the CTC.*

*Ms. Hanchar seconded, and the motion passed unanimously.*

#### **Item 4e. 5305(d) Grant Local Match Proposal**

Rob Balmes presented and said the TPO was requesting the TPO Board to select and approve one option for meeting local matching requirements for the Federal Transit Administration (FTA) 5305(d) planning program grant allocated to the TPO for two fiscal years (fiscal years – 17/18,

18/19). Per the current Staff Services Agreement between the TPO and Marion County, the Local match for Fiscal Year 19/20 (\$10,243) had been provided by Marion County.

Given the transition of the TPO moving from the City of Ocala to Marion County in 2019, a commitment was needed by the TPO Board for a Local match for the prior two fiscal years (17/18, 18/19). The total Local match required for these two fiscal years is \$20,149. All three grants had been fully approved and executed by the Florida Department of Transportation and were identified in the Unified Planning Work Program (UPWP), which was amended and approved by the TPO Board on November 26, 2019.

Mr. Balmes provided a list of five options to the board that were referenced in the meeting packet on how to possibly proceed.

Ms. Stone said option 3 followed the current and past staff services agreements and the other options were based more on what jurisdiction should pay based on board preference. Sticking to legalities and Option 3 was the preferred approach.

Mr. Balmes said the funding would be used to support transportation for all jurisdictions and included in the memo packet a list of how the funding would be expended over the next three years.

Ms. Bryant said she believed the board should stick to the staff services agreement and if the board wanted to change the agreement that would need to be discussed further and believed option #3 was best.

The Mayor advised Mr. Balmes to contact Lori Boley at the City of Ocala to put the agenda item on the City Council agenda in March.

*Ms. Bryant made a motion to move option #3 for the years up to current and moving forward have a discussion with the TPO Board as to where the matching funds would come from in the future. Mr. Moore seconded, and the motion passed unanimously.*

#### **Item 4f. TPO Staff Services Agreement with Marion County**

Mr. Balmes said the Staff Services Agreement (Agreement) between the Ocala/Marion County Transportation Planning Organization (TPO) and the Marion County Board of County Commissioners (BOCC) was entered into on May 7, 2019. As the TPO's new host government, the BOCC agreed to support the TPO with professional staff, technical, administrative and clerical services, office facilities, and other resources as needed to carry out its mission.

A proposed revised Agreement was developed to better clarify the formal relationship of the two organizations and to also outline the TPO's responsibilities for financial compensation to Marion County. Based on a collaborative process involving both Marion County Administration, Marion County Attorney's Office and the TPO, a revised Agreement was completed.

The revised Agreement was presented by Mr. Mounir Bouyounes, Marion County Administrator, to the BOCC on their Consent Agenda on January 21, 2020. The revised Agreement was approved by the BOCC.

TPO Staff was requesting the TPO Board to take action upon a review of the revised Agreement. Highlighted in tracked changes were the modifications that had been made for your review.

The major changes included streamlining unnecessary text, the addition of Cost Allocation language, clarifying language regarding TPO personnel and Financial Administration and the addition of Asset Management regarding TPO property.

*Ms. Stone made a motion to approve the TPO Staff Services Agreement as presented. Mr. Moore seconded, and the motion passed unanimously.*

### **Item 5a. New TPO Website, Social Media Platform and Fact Sheets**

Mr. Balmes the new TPO website went live with an official notice to the public on February 4, 2020. The address was provided [www.ocalamariontpo.org](http://www.ocalamariontpo.org). Staff anticipated the new website to be a resource and information hub, while improving connections between the TPO and our citizens and partner agencies throughout Marion County.

The TPO also rolled-out a new social media platform to improve public outreach and engagement. Please connect with the TPO via:  
Facebook - [www.facebook.com/ocalamariontpo](http://www.facebook.com/ocalamariontpo)  
Twitter - [www.twitter.com/ocalamariontpo](http://www.twitter.com/ocalamariontpo)  
LinkedIn - [www.linkedin.com/company/ocalamariontpo](http://www.linkedin.com/company/ocalamariontpo)

Additionally, the TPO was strengthening its public engagement through a series of fact sheets and infographics. These resources would be housed on the TPO website and made available in printed format on demand. The primary goal was to help the public gain a greater understanding of the TPO and the transportation planning process in Marion County. That included the TPO and TDLCB Boards, TAC and CAC, the Long Range Transportation Plan, transportation funding, safety and other pertinent topics. Over the next three months, the TPO would continue to publish the resource documents and notify the TPO Board when they were available.

### **Item 5b. TPO Budget Status Update**

On a quarterly basis the TPO would update the TPO Board to ensure they remain informed of funding status and the financial outlook throughout the year. A summary of the TPO funding through the end of the second quarter for the fiscal year 2020 and an estimate of third quarter expenses was presented.



### **Item 5c. TPO 2020 Major Programs and Planning Activities Schedule**

In calendar year 2020, the TPO would be involved in several federally required and important planning activities. A summary document of the activities had been developed to ensure the TPO Board was made fully aware as to when reviews and decision-making actions are necessary. The summary also included deadlines for submission to the Florida Department of Transportation.

### **Item 6a. TPO Chair Report**

Mr. Gold said that he along with Mr. Balmes and County Finance and Audit staff had been working with the Office of Inspector General (OIG) office to answer questions they had concerning the upcoming TPO audit. A few meetings had been cancelled due to some staffing changes and schedule conflicts.

Mr. Balmes said that the OIG would be continuing the audit and would likely contact the TPO soon for further action.

### **Item 6b. M-CORES Update**

Ms. Bryant said that there were maps of the avoidance areas for the M-CORES and was hopeful that at the next meeting the M-CORES would provide an updated map.

Ms. Bryant said that there were currently no routes identified going through specific areas.

Ms. Hanchar said that there would be a meeting scheduled at the Hilton on March 25<sup>th</sup> from 9am to 5pm or 6pm.

### **Item 7. Consent Agenda**

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

### **Item 8. Comments by FDOT**

Ms. Wyche had no updates and provided the construction report to the board members.

Ms. Bryant asked that FDOT take a look at mowing schedules and the litter on SR 40 and US 27. Mike McCammon with FDOT said that they would take a look into the mowing and litter issues and will work with the contractors to improve the maintenance.

Ms. Bryant also mentioned that panhandling had been really bad and asked if FDOT could reach out to the Sheriff's office to assist and since it was state property FDOT could give law enforcement the go ahead to trust pass panhandlers.

Anna Taylor with FDOT said she sent a statute to Tracy the County Engineer and she would talk to Traffic Opps to see if a sign could be put out. Besides the statue at that time that was all that the FDOT could provide.

**Item 9. Comments by TPO Staff**

TPO staff had been working on an Inventory list that would be provided to the TPO Board and to FDOT.

Mr. Balmes said that the TPO had a good meeting with the FDOT on the Joint Certification process and that FDOT would present to the TPO Board in April.

**Item 10. Comments by TPO Members**

Ms. Stone said she appreciated Mr. Balmes and staff on working hard to remove the TPO from a high risk status to low risk.

Mr. Gold said that Mr. Balmes had kept him updated with all the processes and information concerning the TPO.

**Item 11. Public Comment**

*There was no public comment.*

**Item 12. Adjournment**

Chairman Gold adjourned the meeting at 5:26pm.

Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant