



TPO Board Meeting

Marion County Commission Auditorium and via WebEx
601 SE 25th Avenue, Ocala, FL 34471
April 27, 2021
4:00 PM

MINUTES

Members Present:

Commissioner Kathy Bryant
Commissioner Jeff Gold
Councilwoman Valerie Hanchar
Commissioner Ronald Livsey
Councilman Brent Malever
Commissioner Craig Curry
Councilman Jay Musleh (*arrived at 4:10pm*)
Commissioner Michelle Stone

Members Not Present:

Councilman Ire Bethea
Councilman Justin Grabelle
Mayor Kent Guinn
Commissioner Carl Zalak

Others Present:

Rob Balmes, TPO
Shakayla Irby, TPO
Liz Mitchell, TPO
Anna Taylor, FDOT

Item 1. Call to Order and Pledge of Allegiance

Chairwoman Michelle Stone called the meeting to order at 4:03pm and led the board in the Pledge of Allegiance.

Item 2. Roll Call

Shakayla Irby, Administrative Assistant called the roll and a quorum was present.

Item 3. Proof of Publication

Shakayla Irby, Administrative Assistant stated the meeting was published online at the TPO website and the City of Ocala, Belleview and Dunnellon and Marion County meeting calendars on April 20, 2021. The meeting was also published to the TPO's Facebook and Twitter pages.

Item 4a. Consent Agenda

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

Item 5a. Fiscal Years (FY) 20/21 to 24/25 Transportation Improvement Program (TIP) Amendment 1

Per the request of the Florida Department of Transportation (FDOT), two projects were proposed to be amended to the Fiscal Years (FY) 2020/2021 to 2024/2025 Transportation Improvement Program (TIP).

FM# 448816-1: Capital ARC Marion – Small Urban

- New project that will be added to the FY 2020/21 to - 2024/25 TIP
- \$6,200 added to FY 2021
- New capital project awarded from Section 5310 grant
- Support for Advocacy Resource Center (ARC) transportation services – preventative maintenance for vehicles (Marion Transit)

FM# 448854-1: NE 40th Railroad Crossing (#627890)

- New project that will be added to the FY 2020/21 to - 2024/25 TIP
- \$3,588 added to FY 2021
- This project will include funding to replace incandescent bulbs and lenses with LED bulbs and lenses at the railroad crossing

Ms. Bryant made a motion to approve the Fiscal Years (FY) 20/21 to 24/25 Transportation Improvement Program (TIP) Amendment 1. Mr. Gold seconded, and a roll-call vote was called and the motion passed unanimously.

Item 5b. Fiscal Years (FY) 20/21 to 24/25 Transportation Improvement Program (TIP) Amendment 2

The Moving Ahead for Progress in the 21st Century Act (MAP-21) required State DOTs and MPO/TPO’s to conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

On July 19, 2018, the Federal Transit Administration (FTA) issued a requirement to all transit agencies to publish a Public Transportation Agency Safety Plan (PTASP) and corresponding safety targets. The effective date of the regulation was July 19, 2020, but was later extended to December 31, 2020 due to the global pandemic. On November 30, 2020, SunTran through the City of Ocala City Council adopted a PTASP and corresponding safety targets (captured below).

SunTran Safety Performance Targets							
Performance Targets based on collected data from the previous three years							
Mode of Transit Service	Fatalities Total	Fatalities (per 100k vehicle revenue miles) VRM)	Injuries Total	Injuries (per 100k vehicle revenue miles) VRM)	Safety Events Total	Safety Events (per 100k vehicle revenue miles) VRM)	System Reliability (VRM/ failures)
Fixed Route Bus	0	0	1	.20	5	1.03	7,492
ADA Paratransit	0	0	0	0	0	0	0

Upon adoption, MPO/TPO’s are then required by law within 180 days to either adopt the local transit agency (SunTran) safety targets into their respective planning processes and performance management, or develop their own independent targets.

Based on a review of the PTASP and corresponding safety targets, TPO staff recommended adoption of SunTran’s safety targets and to amend the FY 2020/21 to 2024/25 TIP as proposed.

Ms. Hanchar made a motion to approve the Fiscal Years (FY) 20/21 to 24/25 Transportation Improvement Program (TIP) Amendment 2. Mr. Malever seconded, a roll-call vote was called and the motion passed unanimously.

Item 5c. Fiscal Years (FY) 20/21 to 21/22 Unified Planning Work Program (UPWP) Amendment

Mr. Balmes presented and said an amendment was requested to the current FY 2020/21 to 2021/22 Unified Planning Work Program (UPWP). The amendment would include the carryforward of Federal Transit Administration (FTA) 5305(d) grant funding identified in the prior FY 2016/17 to 2017/18 UPWP. The total balance of \$36,382 of the grant was proposed to be carried forward to the FY 20/21 to 21/22 UPWP Task 7 Special Projects, and be allocated to support a Safety Action Plan.

Mr. Malever made a motion to approve the Fiscal Years (FY) 20/21 to 21/22 Unified Planning Work Program (UPWP) Amendment. Mr. Curry seconded, and the motion passed unanimously.

Item 5d. Approval of Community Transportation Coordinator (CTC) Review and Evaluation

Ms. Mitchell presented and said pursuant to Chapter 427 Florida Statutes 427.015(2), the performance of the Community Transportation Coordinator (CTC) had 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 February. The evaluation included an analysis of all relevant elements within the operations of Marion Transit Services. Examples included:

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

Ms. Mitchell provided a brief and summarized slideshow presentation of the results of the evaluation.

The CTC Evaluation was submitted to the Board for review and approval.

Ms. Hanchar made a motion to approve the CTC Review and Evaluation. Mr. Curry seconded, and the motion passed unanimously.

Item 5e. Approval of TPO Mission and Vision Statements

Mr. Balmes presented and said that in January 2021, TPO staff engaged in a process to develop organizational mission and vision statements. Presently, the TPO did not have a mission or vision statement. Based on a staff level brainstorming activity, a set of three mission and vision statement options were developed. The options were then shared with the TPO Board, TDLCB and Technical and Citizens Advisory Committee members via an online survey. Board and committee members were asked to rank the options based on preference, provide comments and editorial suggestion or additional options. A total of 16 responses were provided, which included modifications to the three original options.

Based on the substantial constructive feedback received, TPO staff recommended the following mission and vision statements.

Mission Statement

To plan for a future transportation system that is safe and accessible for the residents and visitors of our community.

Vision Statement

A transportation system that supports growth, mobility, and safety through leadership and planning.

Mr. Curry made a motion to approve the TPO Mission and Vision Statements. Mr. Malever seconded, and the motion passed unanimously.

Item 6f. Office of Inspector General Audit Report of the TPO

Mr. Balmes presented and said The Florida Department of Transportation (FDOT) Office of Inspector General (OIG) had completed their audit of the TPO. A copy of the audit report and the response letter from Chairwoman Stone were provided to the board and in the meeting packet (page 491 of the April 27, 2021 TPO Board Meeting Packet).

In response to some of the findings outlined in the audit report, the TPO had been working with the FDOT Central and District 5 offices. The issues had all been resolved and the TPO would continue to build upon the working relationship with FDOT in all activities. Once the final audit report was made available, the TPO Board would be furnished an electronic copy.

Mr. Balmes said that focal points were the need to continue good communication and relationship with the district in terms of progress reports and submitting invoicing in a timely manner. The other focal point was the cost allocation to Marion County. The OIG wanted a clear understanding of the methodology used to determine the rate paid on an annual basis and also good documentation to back up the process. The County had started to use a new tracking system, Tyler Munis which provided reports and backup documentation of charges.

Chairwoman Stone met with the OIG along with Mr. Balmes and said that all past concerns had been addressed and the working relationship with FDOT had been going very well and was a strong progression of the tracking of funds. There was a good audit system in place.

Item 6g. Congestion Management Plan Public Survey

Mr. Balmes presented and as it was outlined in a presentation at the February TPO Board meeting, the TPO had been conducting a major update to the Congestion Management Process (CMP) with its consultant team Kimley-Horn. The last significant development of the CMP was in 2011, which included CMP Policy and Procedures and State of the System reports.

In 2021, the TPO had plans to develop one revised comprehensive Congestion Management Plan (CMP). In March, the TPO conducted a 30-day online Public Survey soliciting feedback from the community regarding congestion, including areas of concerns and solutions. A total of 255 responses were submitted via the survey instrument on the TPO website. Additionally, three responses were sent to the TPO by email for a total of 258 participants. Included with the meeting packet was a survey results summary (page 512 of the April 27, 2021 TPO Board Meeting Packet) for informational purposes and awareness. The survey results would be used to supplement and better inform the upcoming technical analysis and development of improvement strategies.

In June, the TPO Board would be provided a CMP project update presentation from TPO staff and Kimley-Horn.

Item 6h. National Bike Month

Shakayla Irby, Admin Specialist/ Social Media Coordinator presented and said that as part of celebrating National Bike Month, the TPO would be celebrating a Bike Week with a focus on bicycle safety. Whether riding for fun, fitness or with family, or taking essential trips to work or shop, it was urged to take part in the movement for safer biking.

The week of May 17 to 23, it was encouraged that everyone Bike Safe wherever that may be. During the week the TO had plans to host a virtual Bicycle Safety Course taught by ReThink Your Commute, highlight some beautiful trails in Marion County, and share lots of bike safety information via the TPO social media platforms.

Ms. Irby said to follow the TPO for upcoming dates and more information @Ocalamariontpo on both Facebook and Twitter. Emails would also be sent out to the board and committees.

The hashtag #BikeSafeOcalaMarion would be used for participants to share photos of their solo or family rides on social media using the hashtag.

Item 7. Comments by FDOT

Ms. Anna Taylor with FDOT stated the Construction Report was included in the meeting packet for the board.

Ms. Taylor also stated that in February 2021 the Joint Certification had been completed. That process included looking at the invoicing of the TPO and conducting a risk assessment and after reviewing the Ocala Marion TPOs documentation Ms. Taylor was happy to report that the Ocala Marion TPO was low risk.

Ms. Taylor gave kudos to both TPO Director, Rob Balmes and Grants Coordinator, Liz Mitchell for their hard work and good communication with the district and congratulated the TPO on a great year and great audit.

Item 8. Comments by TPO Staff

Mr. Balmes shared with the board a Florida Transportation MPO Newsletter.

Mr. Balmes also provided a FY 2021/22 to 2025/26 Transportation Improvement Program (TIP) and List of Priority Projects (LOPP) Schedule.

On an annual basis, the TPO developed an update to the Transportation Improvement Program (TIP) and List of Priority Projects (LOPP). The TPO was required to submit both an adopted TIP and LOPP to the Florida Department of Transportation (FDOT) by June 30, 2020.

Summary that outlined the upcoming schedule for both the TIP and LOPP as a general reminder was provided to the board.

Mr. Balmes advised that the input and guidance of the board would be instrumental to the adoption of both program documents at the May and June meetings.

2021 List of Priority Projects (LOPP) Schedule

- May 25: TPO Board review of draft LOPP
- June 8: TAC and CAC final review
- June 22: TPO Board final review and adoption
- June 30: TPO staff submission of adopted 2021 LOPP to FDOT

Fiscal Years 2021/22 to 2025/26 TIP Schedule

- May 11: Minimum 30-day public notice of draft TIP
- May 25: TPO Board presentation of draft TIP and public comment
- June 8: TAC and CAC final review
- June 22: TPO Board final review and adoption; close of public comment period
- June 30: TPO staff submission of adopted TIP to FDOT

Item 9. Comments by TPO Members

Ms. Hanchar thanked the TPO staff members for all of their hard work and for supplying informative information to the board.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

The meeting was adjourned by Chairwoman Stone at 4:56pm.

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant