



TPO Board Meeting

Marion County Commission Auditorium and via WebEx
601 SE 25th Avenue, Ocala, FL 34471
January 26, 2021
4:00 PM

MINUTES

Members Present:

Councilman Ire Bethea
Commissioner Kathy Bryant
Commissioner Jeff Gold
Councilwoman Valerie Hanchar
Commissioner Ronald Livsey
Councilman Brent Malever
Commissioner Craig Curry
Councilman Jay Musleh
Commissioner Michelle Stone

Members Not Present:

Councilman Justin Grabelle
Mayor Kent Guinn
Commissioner Carl Zalak

Others Present:

Rob Balmes, TPO
Derrick Harris, TPO
Shakayla Irby, TPO
Liz Mitchell, TPO
Anton Schauerte, TPO
Anna Taylor, FDOT
Kellie Smith, FDOT
Loren Bobo, FDOT
Jared Perdue, FDOT District V Secretary

Item 1. Call to Order and Pledge of Allegiance

Chairwoman Michelle Stone called the meeting to order at 4:00pm.

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 January 19, 2021. The meeting was also published to the TPO's Facebook and Twitter pages.

Item 4a. Fiscal Years 2022 to 2026 Florida Department of Transportation (FDOT) Tentative Work Program

Ms. Kellie Smith with FDOT presented a slideshow presentation to the board and said that the Five-Year Work Program was the plan for transportation system improvements programmed during the next five years. The Five-Year Work Program included planning activities, preliminary engineering, right-of-way acquisition, construction and public transportation projects within Marion County planned by FDOT and the Florida Turnpike Enterprise.

The Tentative Five-Year Work Program included projects scheduled for Fiscal Years 2021/22 through 2025/26 (projects programmed July 1, 2021 through June 30, 2026). After the public comment period end, the Tentative Work Program would be reviewed by the Florida Legislature and the Governor, which would then be adopted by the State Secretary of Transportation on July 1, 2021.

For the year 2021 FDOT held a week long public hearing for the Tentative Five-Year Work Program on-line that began January 11, 2021 at 12:00 AM. There was an on-line hearing open and available 24 hours a day for citizens to view and comment on the project information. Citizens could also schedule a time to call or speak one-on-one with a department representative to discuss the Work Program or meet your FDOT Liaison at the local MPO/TPO office.

Item 4b. 2020 TPO Annual Report

Mr. Anton Schauerte presented and said in December 2020, the TPO developed an annual report to showcase the major activities accomplished throughout the calendar year. Specifically, the 2020 Annual Report highlighted the following major topics:

- Adoption of the Long Range Transportation Plan (LRTP)
- Redevelopment of the Transportation Improvement Program (TIP) and creation of the interactive map of TIP projects
- Major projects and studies that were planned, currently under development or recently completed
- Re-appointment of Marion Transit as Marion County's Community Transportation Coordinator (CTC)

- Creation of the TPO’s new website and social media platforms

Item 4c. 2021 TPO Major Activities

Mr. Rob Balmes presented to the board a handout regarding the major program activities anticipated in 2021. To start the new calendar year, a summary presentation provided highlights to major activities, including milestones and new planning studies.

Item 4d. AMPO Member Spotlight

Ms. Shakayla Irby presented and said that at the start of 2021, The Association of Metropolitan Planning Organizations (AMPO) launched their “aMPO Spotlight” social media campaign and the Ocala Marion TPO had been scheduled for the first quarter January 11th-15th. The aMPO Spotlight highlighted a different member each week by using AMPO’s social media accounts on Twitter, Facebook and Instagram to retweet/repost content; boosting the Organizations social media outreach. It was a great way to show off the work of our Ocala Marion TPO and bring new eyes to the Organizations social media platforms.

During AMPO Spotlight staff provided information about the TPO, bios of themselves, and provided information on major projects and plans.

4e. TPO Budget Status Update

Ms. Liz Mitchell presented on a quarterly basis the TPO updates 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 first and second quarter for the fiscal year 20/21 and an estimate of third quarter expenses was presented.

Item 5a. Fiscal Years 2020/21 to 2021/22 Unified Planning Work Program (UPWP) Amendment and Modification

Mr. Balmes presented on November 24, 2020, the TPO was informed by the Florida Department of Transportation (FDOT) that due to revenue reductions, the Federal Transit Administration (FTA) 5305d grant funding structure had to be modified. The modification involved an elimination of both FDOT and Local cash match contributions, resulting in a 20% reduction in 5305d grant funding to the TPO.

The full 80% federal portion of the grant would still be provided by FTA through FDOT. To replace the 20% cash match loss, FDOT had shifted the non-federal share to be derived from a “soft match” of toll revenue credits.

For financial planning purposes, the change would apply to both fiscal years 2020/2021 and 2021/22 FTA 5305d grants in the Unified Planning Work Program (UPWP). FDOT was also planning to move forward with the consolidation of the Federal Highway Administration

(FHWA) planning grant (PL-112) with the 5305d grant as a permanent change, likely to be implemented in 2022.

Therefore, the overall two-year financial impact to the TPO was a **net loss** of **\$40,274** in FDOT and Local cash match. As a result, TPO staff completed an update to the Fiscal Years 2020/21 to 2021/22 UPWP to accommodate the funding changes.

Additionally, due to these changes and a recent staff vacancy, a modification was also completed to the UPWP activities involving the use of the FHWA PL-112 grant to help offset some of the impacts resulting from a decline in 5305d match funding.

A summary had been prepared for the board outlining the proposed changes, along with a copy of the complete UPWP document in tracked changes mode. A summary presentation was given to further explain the changes and impacts to the TPO budget over the two-year period.

Ms. Hanchar made a motion to approve the Fiscal Years 20/21 to 21/22 Unified Planning Work Program (UPWP) Amendment and Modification. Mr. Musleh seconded, and the motion passed unanimously.

Item 5b. TPO Board Bylaws Amendment – Voting Quorum

Mr. Balmes presented in an effort to improve the transaction of TPO Board meeting agenda items requiring formal action, an amendment was proposed for Board member consideration. The proposed amendment involved a change to the transaction of business from a minimum of seven (7) to five (5) voting members.

The proposed amendment would allow for more flexibility in approving TPO Board agenda items in situations when less than a majority (7), but no less than five (5) members are present at a meeting.

The TPO instituted a similar change to the Transportation Disadvantaged Local Coordinating Board (TDLCB) bylaws in January 2019, resulting in voting transactions of agenda items by less than a majority of members present (standard quorum). The following provided the specifics of the proposed revisions (* marks changes) to the TPO Board Bylaws.

CONDUCT OF MEETINGS

(1) All TPO meetings will be open to the public

(2) Roberts Rules of Order shall be used as a guideline to conduct all meetings.

* (3) A total of seven (7) of the twelve (12) voting members shall constitute a standard quorum.

* (4) For the transaction of business, if there are at least five (5) voting members present and the actions of particular items is necessary, those members may elect to make a motion and with a second continue to adopt publically advertised agenda resolutions and motions.

Should no *standard quorum *or at least five (5) voting members attend within fifteen (15) minutes after the hour appointed for the meeting of the TPO, the Chair or Vice-Chair may choose to adjourn the meeting or continue the meeting to discuss any agenda items that do not require a vote or are informational in nature. In that event of immediate adjournment, those members present may; by unanimous agreement, select another hour or day to meet.

The names of the members present and their action at such meeting shall be recorded in the

minutes.

Ms. Bryant made a motion to approve the TPO Board Bylaws Amendment – Voting Quorum. Mr. Musleh seconded, the motion passed with Councilman Bethea, Councilman Malever, and Commissioner Livsey dissenting.

Chairwoman Stone inquire about when a roll-call should be needed.

Mr. Balmes said that the TPO had required roll-call voting for bylaws, amendments to the UPWP, TIP, and passing of the LRTP. However, roll-call voting requirements could be changed in the bylaws also.

Ms. Bryant also made a motion that the TPO board have no more roll-call votes and instead have regular voting identifying clearly any members in dissent. Ms. Hanchar seconded, and the motion passed with Councilman Musleh in dissent.

*It was later identified by FDOT that a roll-call vote was required for the Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The changes regarding roll-call voting would be reflected in the bylaws.

Item 5c. Fiscal Years 2020/21 to 2024/25 Transportation Improvement Program (TIP) Amendment and Modification

Mr. Schauerte presented per the request of the Florida Department of Transportation (FDOT), the following projects were being amended to the fiscal year (FY) 2020/2021 to 2024/2025 Transportation Improvement Program (TIP).

Minor Amendments

FM# 436361-1: Marion County / Ocala ITS Operational Support

- \$2,457,154.00 reduction in FY 2020/2021
- This project will be broken up into 2 projects
- This project will no longer fund ITS Operational Support for both the City of Ocala and Marion County. Instead, it would only fund ITS Operation Support for Marion County

FM# 436361-2: Marion County / Ocala ITS Operational Support

- The was a new project that would be added to the FY 2020/21 to -2024/25 TIP
- The project would include funding of \$110,000.00 for ITS Operational Support (only for the City of Ocala) in FY 2020/2021

Administrative Modifications

FM# 431401-1: Marion-Section 5303, Ocala Marion TPO Planning Studies

- \$21,766 (\$10,838 of Local funds plus \$10,838 of State funds) of FY 2020/2021 funds would be converted to toll credit revenues (non-cash)

Mr. Bethea made a motion to approve the Fiscal Years 2020/21 to 2024/25 Transportation Improvement Program (TIP) Amendment and Modification. Mr. Malever seconded, a roll-call vote was called and the motion passed unanimously.

Item 5d. Draft Public Participation Plan (PPP)

Mr. Schauerte presented and said the PPP document served as an update from the current Public Involvement Plan (PIP), which was adopted by the TPO Board on July 11, 2018. The PIP/PPP was required to be updated every three (3) years.

The Ocala/Marion County Transportation Planning Organization's (TPO) Public Participation Plan (PPP) documented the goals, objectives, and strategies for ensuring that all individuals had every opportunity to be involved in transportation planning decisions.

It was requested that the board take action to approve the document.

Ms. Bryant made a motion to approve the Draft Public Participation Plan (PPP). Mr. Bethea seconded, and the motion passed unanimously.

Item 5e. Florida Metropolitan Planning Organization Advisory Council (MPOAC) Legislative Activity Funds Request

Mr. Balmes presented and said that the Metropolitan Planning Organization Advisory Council (MPOAC) was the statewide transportation planning and policy organization devoted to serving all 27 MPO/TPO's in Florida. The MPOAC was created by Florida Legislature pursuant to Florida Statutes (Section 339.175, (11)). The MPOAC was funded with federal Planning (PL) funds through the Federal Highway Administration and Section 5305(d) funds through the Federal Transit Administration. A soft match was used from toll revenues as a credit toward non-federal matching.

Every year the MPOAC solicits funding from the MPO/TPO's in Florida to finance transportation lobbying activities. The MPOAC Executive Director conducts lobbying on the Ocala Marion TPO's behalf. Because lobbying activities must only use non-federal funds, each MPO/TPO was asked to support the MPOAC through the use of local revenue sources.

For 2021 legislative activities, the MPOAC had formally requested the TPO contribute \$500. TPO staff proposed the following two options for the TPO Board's consideration regarding the payment to MPOAC for 2021 legislative activities.

Option 1: MPOAC Contribution based on TPO Board Membership

12 TPO Board members

5 seats City of Ocala; 5 seats Marion County

1 seat City of Belleview; 1 seat City of Dunnellon

= \$41.67 per TPO Board seat

\$208.33 – City of Ocala contribution; \$208.33 – Marion County contribution

\$41.67 – City of Belleview contribution; \$41.67 – City of Dunnellon contribution

Option 2: MPOAC Contribution by Host Government, Marion County

\$500 Full Contribution

Mr. Musleh made a motion that the board move forward with Option 2 with Marion County providing the \$500 full contribution. Ms. Bryant seconded, and the motion passed unanimously.

Item 5f. Congestion Management Plan (CMP) Task Work Order

Mr. Balmes presented and said over the next nine months, the TPO staff was planning to conduct a major update to the Congestion Management Process (CMP) documents. 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 planned to develop one revised comprehensive Congestion Management Plan (CMP).

The CMP would outline a systematic approach for identifying and managing congestion on the major federal-aid roadway network within Marion County. That would include an assessment of current and projected traffic conditions, identification of congestion hot spots, recommended strategies and solutions to improve congestion, and planning level guidance for the top congested locations.

The process for developing the CMP would be a collaborative approach involving input and guidance from the technical staff members of the cities of Belleview, Dunnellon and Ocala, Marion County and the Florida Department of Transportation (FDOT). Additionally, the TPO's Technical and Citizens committees and TPO Board would be involved throughout the process to review information, draft documents and offer feedback. A kick-off presentation would be provided to the TPO Board in February to outline the schedule and CMP development process.

The use of the TPO's existing General Planning Consultant Services Contract with Kimley-Horn and Associates for the task would be highly beneficial to completing a major update to the CMP.

Mr. Musleh inquire on the cost of the contract with Kimley Horn and Associates.

Mr. Balmes said the contract would be \$56,540.

Mr. Balmes said that a lot of work for the CMP would be in-house and maintained by staff.

Mr. Malever made a motion to approve the Congestion Management Plan Task Work Order. Ms. Bryant seconded, and the motion passed unanimously.

Item 6. Consent Agenda

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

Item 7. Comments by FDOT

Ms. Anna Taylor with FDOT provided the board with an updated construction report to be more user and reader friendly and offered that if the board let FDOT know of any suggestions or feedback. She also announced a Public hearing that would be held January 26, 2021 at the Marion Oaks Community Center and another Public Hearing January 27, 2021 for the access management resurfacing job on SR 25 held virtually and in-person at the South Eastern Livestock Pavilion from 6p-8pm.

Chairwoman Stone thanked Secretary Jared Perdue, Loren Bobo, Kellie Smith, and Anna Taylor for attending the meeting.

Item 8. Comments by TPO Staff

Mr. Rob Balmes said on November 24, 2020, the TPO Board adopted the 2045 Long Range Transportation Plan (LRTP). A bound hard copy of the full LRTP document was provided to the board and additionally, an Executive Summary was developed and was included with the memo in the meeting packet. The TPO would also develop an online interactive map to display all the projects from 2021 to 2045 as a resource to the public. The map would be similar to the current Transportation Improvement Program online version currently on the TPO website.

Item 9. Comments by TPO Members

There were no additional comments.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

Chairwoman Stone adjourned the meeting at 5:14pm.

Respectfully Submitted By:

Shakayla Irby, Administrative Assistant