



## TRANSPORTATION PLANNING ORGANIZATION

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

**July 25, 2017**

### MINUTES

#### Members Present:

Commissioner Jeff Gold  
Mayor Kent Guinn  
Councilwoman Valerie Hanchar (*arrived at 4:04 pm*)  
Councilman James Hilty, Sr.  
Councilman Brent Malever  
Commissioner David Moore – Chair  
Commissioner Michelle Stone  
Commissioner Matthew Wardell

#### Members Not Present:

Commissioner Kathy Bryant  
Commissioner Gary Ernst  
Councilman Jay Musleh  
Councilwoman Mary Rich  
Commissioner Carl Zalak

#### Others Present:

Gennie Garcia, SunTran  
Carlos Zambrano, SunTran  
Tracey Straub, MCBCC  
Don Atwell, MCBCC  
Darren Park, City of Ocala

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

Chairman Moore called the meeting to order at 4:01 PM. Secretary Shakayla Jacobs called the roll of members. A quorum was present.

## **Item 2. Proof of Publication**

Secretary Shakayla Jacobs stated that the meeting had been published online on the TPO website and on the City of Ocala, Marion County, Belleview, and Dunnellon websites.

## **Item 3a. SunTran Interlocal Agreement**

Mr. Daniels presented the SunTran Interlocal Agreement and said that the current Agreement was set to expire on September 30, 2017. The Agreement was originally established in 1997 and had to be updated every five years. (SunTran was approaching its 20<sup>th</sup> year of operation in 2018.) The Agreement outlined the responsibilities of the TPO as the policy board, the City of Ocala as the administrative agency and local funding commitments by Marion County and the City of Ocala.

Mr. Daniels said that staff was recommending authorization to forward the Interlocal Agreement to the respective parties of the Agreement, the City of Ocala and Marion County for final approval.

*Mr. Wardell made a motion to approve the SunTran Interlocal Agreement. Mr. Gold seconded and the motion passed unanimously.*

## **Item 3b. Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement**

*This item was tabled by Mr. Daniels. No action was taken.*

## **Item 3c. Part /Time Grants Administrator Position**

Mr. Daniels asked the board for approval of a part time grants administrator position and said that the professional position would be responsible for the budget management functions of the TPO. The job duties would include the following:

- Assisting the TPO director with preparation and ongoing monitoring and management of the budget.
- Responsible for the development and preparation of grant invoicing reports, progress reports, and quarterly financial reports for various grants including Federal and State Planning Grants from the Federal Highway Administration, Department of Transportation, Federal Transit Administration and the Commission for Transportation Disadvantaged.
- Tracks revenues and expenses related to particular projects and programs and subsequently, prepares budget resolutions
- Maintains fiscal information required for the National Transit Database annual submission.
- Responsible for conducting research for grant opportunities for all types of transportation needs such as, but not limited to vehicular, public transportation and multimodal improvements.

Mr. Hilty asked how many hours a week would the position receive.

Mr. Daniels replied that it would be twenty hours a week.

Ms. Hanchar asked if the position would be in the budget?

Mr. Daniels replied that the salary would range from 23,000 – 33,000 and would not effect the budget.

Mr. Hilty made a motion to approve the Part/Time Grants Administrator Position.  
Mr. Malever seconded and the motion passed unanimously.

### **Item 3d. McDonald Transit Contract Rate**

Mr. Daniels told the board that staff had been working with McDonald Transit Associates (MTA) to determine the 2017/2018 contract rate for the operations and maintenance of Ocala and Marion County’s public transit system. The contract rate included all salaries and benefits for SunTran’s driver, mechanics, and administrative personnel as well as liability insurance, parts, and materials to maintain the fleet of vehicles.

Mr. Daniels mentioned the rates, starting in FY 2012/2013:

2012/2013	\$56.33
2013/2014	\$56.33
2014/2015	\$55.83
2015/2016	\$55.83
2016/2017	\$57.69

Mr. Daniels said that staff was recommending approval of the proposed rate.

Mr. Gold made a motion to approve the McDonald Transit Contract Rate. Mr. Hilty seconded and the motion passed unanimously

### **Item 4a. Transit Development Plan (TDP) Presentation**

Mr. Odom introduced Mr. Richard Dryer with Tindale-Oliver and Associates who gave the presentation on the Transit Development Plan (TDP).

Mr. Dryer presented to the board that the Transit Development Plan (TDP) is a ten-year plan that guides funding and serves the mobility needs of all users of the fixed route transit system (SunTran). It was required by the Florida Department of Transportation and is updated annually with a major update to be completed every five-years.

In November 2016, TPO staff and consultants from Tindale Oliver & Associates Inc.(TOA) began working on the development of the TDP and the TDSP Update. The analysis consisted of a preliminary analysis of the current state of the system, extensive public outreach, new service alternatives development and financial implementation estimates for those alternatives.

Mr. Dryer presented a slideshow presentation to the TPO board.

Mr. Hilty asked if there would be transportation provided to the Centers. Mr. Dryer replied that there would be and to various places that needed direct transportation.

Mr. Dryer talked about a few new flex routes for SunTran that included Marion Oaks, On Top of the World, and a Downtown circulator.

Mr. Daniels mentioned that he had received a call and email from a resident of Carlton Arms of Ocala that had stressed about SunTran bus service in the area.

There was more board discussion about the new presented SunTran routes.

Mr. Odom said that the final adoption of the TDP would be August 29, 2017 which would be the TPO's next scheduled board meeting.

#### **Item 5. Consent Agenda**

*Mr. Wardell made a motion to approve the Consent Agenda and Ms. Stone seconded. The motion passed unanimously.*

#### **Item 6. Comments by FDOT**

Jamie Kersey with FDOT provided the board with an updated construction report and informed the board to pay attention to the new column for estimated completion of projects at the request of the TPO.

Ms. Kersey also notified the board of a public hearing on July 27, 2017 starting at 5:30 pm and reminded of the Work Program Public hearing August 9-13 and Public Outreach Day at the District Office is October 10 from 4-6:30 pm.

#### **Item 7. Comments by TPO Staff**

Mr. Daniels said the slabs for all 11 transit shelters had been laid and the shelters would be delivered within weeks and the first shelter should be completed by early September and the rest should be completed by November 2017.

The City of Ocala was considering beautifying for the State Road 40 corridor and exploring ways to keep up with the road maintenance through the Florida Department of Transportation (FDOT).

Mr. Guinn asked if FDOT had a schedule for mowing until the contract was worked out.

No one from the maintenance department was present, however a construction representative was present and said she would take the concerns back to the maintenance department.

Mr. Daniels talked about the new trails Land Bridge, Pruitt, and Santos.

**Item 8. Comments by TPO Members**

Ms. Stone said that both she and Mr. Guinn had received a comment regarding the 110<sup>th</sup> Avenue where there was a shoulder widening taking place and asked for an update.

Mr. Odom said an application was completed and sent to the DOT however, it was a safety project and DOT was going through the gaming cycle where money is allocated and typically go through as a priority project but would know more in the new fiscal year by the October meeting.

**Item 9. Public Comment**

*There was no comment by the Public.*

**Item 10. Adjournment**

Chairman Moore adjourned the meeting at 4:51 PM.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant