



TPO Board Meeting

Marion County Commission Auditorium
601 SE 25th Avenue, Ocala, FL 34471
March 24, 2020
1:15 PM

MINUTES

Members Present:

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

Members Not Present:

Commissioner Ronald Livsey
Councilman Justin Grabelle
Councilman Brent Malever
Councilman Jay Musleh

Others Present:

Rob Balmes, TPO
Derrick Harris, TPO
Shakayla Irby, TPO
Anton Schauerte, TPO
Liz Mitchell, TPO
Mounir Bouyounes, Marion County
Vickie Wyche, FDOT

Item 1. Call to Order and Roll Call

Chairman Gold called the meeting to order at 1:15pm. 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 March 18, 2020. The meeting was also published to the TPO's Facebook and Twitter page.

Item 4a. Fiscal Years 2018/19 to 2019/20 Unified Planning Work Program (UPWP) Amendment

Mr. Balmes presented and said that the Unified Planning Work Program (UPWP) was a federally required two-year document that served as the TPO's working budget. The current Fiscal Year (FY) 2018/19 to 2019/20 UPWP was authorized to June 30, 2020. Outlined in the Florida Department of Transportation (FDOT) MPO Program Management Handbook, Federal Highway Administration (FHWA) Planning Funds (PL) had programmed, but not expended by June 30, 2020 in the current UPWP, required de-obligation for future re-obligation into the next two-year UPWP (FY 2020/21 to 2021/22).

The memo presented for the 2018/19 to 2019/20 UPWP in the meeting packet had stated a total of \$203,000 was to be de-obligated. However, based on the breakdown of FHWA-PL funds that were in the current UPWP, the TPO had projected that \$192,053 would be un-expended; therefore requiring de-obligation. The TPO proposed to re-obligate the full \$192,053 from FY 2018/19 of the current UPWP to the first year of the new FY 2020/21 to 2021/22 UPWP for Consultant Planning services – Consultant Placeholder. The funds were identified in the draft FY 2020/21 to 2021/22 UPWP document, and would be used for conducting transportation studies and planning activities over the next two-year period based on identified priorities.

It was requested of the TPO Board to approve a UPWP amendment to de-obligate \$192,053 FHWA-PL funds from the FY 2018/19 to 2019/20 UPWP, and re-obligate said funds to the FY 2020/21 to 2021/22 UPWP.

Ms. Stone made a motion to approve the Fiscal Years 2018/19 to 2019/20 UPWP Amendment.
Mr. Moore seconded, a roll-call vote was called and the motion passed unanimously.

Item 4b. 5305(d) Grants Local Match Commitment

Mr. Balmes presented and said at the February 25, 2020 TPO Board meeting, the Board was asked to select and approve one option for meeting the 10 percent local matching requirement 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).

The TPO Board selected **Option 3 (Host government history match)** of the 5 total options.

Option 3 included:

Fiscal year: 2017/18, 2018/19 (\$20,149 match)

Host Government per Staff Services Agreement (June 21, 2016)

City of Ocala local match contribution

Fiscal year: 2019/20 (\$10,243 match)

Host Government per Staff Services Agreement (May 7, 2019)

Marion County local match contribution

Per the current Staff Services Agreement between the TPO and Marion County, the Local match for FY 19/20 (\$10,243), in addition to the upcoming FY 20/21 match (approx. \$10,200) would be provided by Marion County.

On March 17, 2020, the TPO Board Chair and Marion County Commissioner Jeff Gold and TPO Director Rob Balmes made a formal request to the Ocala City Council for the local match of \$20,149 to cover the two fiscal years. The City Council approved the request. Pending a budget resolution, the City of Ocala had committed to providing the full local match for both fiscal years when serving as the host government of the TPO.

The TPO sought formal approval of the local match commitment – **Option 3 Host Government Match** for past, present and future local matches to the FTA 5305(d) grant.

Ms. Stone made a motion to approve the 5305(d) Grants Local Match Commitment. Mr. Moore seconded, and the motion passed unanimously.

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

Derrick Harris presented a DRAFT version of the UPWP for Fiscal Years (FY) 2020 – 2022. The TPO FY ran from July 1st through June 30th. Therefore, the document covered activities and expenditures beginning July 1st, 2020 through June 30th, 2022. TPO staff was required by state and federal law to publicly advertise the document and receive comments/feedback regarding the document.

Mr. Harris went over all tasks of the UPWP which included:

- **Task 1-** Administration- All administrative costs (office supplies, travel, copier, etc.)
- **Task 2-** Data- All data analysis, GIS services, etc.
- **Task 3-** Long-Range Planning- Including the Long-Range Transportation Plan, CFMPOA

- **Task 4-** Short-Range Planning- Including the annual TIP Update, List of Priority Projects, etc.
- **Task 5-** Public Transportation- Including website updates, social media and public workshops, etc.
- **Task 6-** Public Involvement- Including website updates, social media and public workshops, etc.
- **Task 7-** Special Projects- Usually geared towards consultant services, and planning studies
- ***new* Task 8-** Local Fund- The funds would be for expenditures and activities that would not be reimbursable with federal funds

Mr. Balmes spoke about the new Task 8- Local Fund and said that when the TPO was located at the City of Ocala an annual request was made to City Budget for an appropriation of around \$3,500 a year to cover non-reimbursable expenses which included key areas: Professional Membership Dues, MPOAC Dues, miscellaneous Office Expenses, Legislative/ Policy Travel.

The breakdown of costs:

- \$2,000 per year Professional Membership Dues
- \$500 MPOAC Dues
- \$500 Office Expenses
- \$500 Legislative/Policy Travel

Mr. Balmes said he had completed an assessment of MPO's and TPO's around the state and the local funds varied drastically. Some of the closer MPO's and TPO's such as Collier received about \$8,000/ year, Space Coast received about \$7,000/ year, and Gainesville received about \$2,800/ year.

Mr. Balmes said that the focus would be to only use what was needed and the funds would be tracked and monitored so that a balance was not accumulated and there would be a cap of \$3,500/ year.

The DRAFT version of the document was presented to the board and the March 24th date began the public advertisement process. The TPO would advertise the document on all the TPO's social media platforms, and on the website. Comments and feedback on the UPWP would be accepted beginning March 24th and would be advertised for the thirty days thereafter. The UPWP would be presented again as a final version, after the public advertisement process had closed.

Item 6. Consent Agenda

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

Item 7. Comments by FDOT

Ms. Wyche said that FDOT would stay in contact with the TPO and were waiting for guidance from Central Office for upcoming due dates.

Item 8. Comments by TPO Staff

Mr. Balmes said that an email notice was received March 24, 2020 from the FDOT Office of Inspector General stating that the first of three phases of the audit had been completed. The three phases were planning, field work, and reporting. The planning phase was completed.

Mr. Balmes said that he would forward the email to the TPO board.

Ms. Wyche said that a request for documents was made to the FDOT including some invoices, contracts, and agreements and that she would be working to provide the information.

Mr. Balmes asked for direction from the board for future meetings due to the Covid-19 circumstances.

Chairman Gold said that he was following the same protocol that the Board of County Commission followed and also the City of Ocala and still conduct meetings with the option of following along web-based.

Mr. Balmes said as far as the Advisory Committees they would usually take place at the Marion County Public Library that due to Covid-19 were under restrictions. Those meetings were planned to take place via conference call.

Item 9. Comments by TPO Members

There were no comments by TPO Members.

Item 10. Public Comment

There was no public comment.

Item 11. Adjournment

Chairman Gold adjourned the meeting at 1:57pm.

Respectfully Submitted By:

Shakayla Irby, TPO Administrative Assistant