



**TPO Board Meeting**

Marion County Commission Auditorium  
601 SE 25<sup>th</sup> Avenue, Ocala, FL 34471  
September 24, 2019  
4:00 PM

**MINUTES**

**Members Present:**

Commissioner Kathy Bryant  
Commissioner Jeff Gold  
Councilwoman Valerie Hanchar  
Commissioner Ronald Livsey  
Councilman Brent Malever  
Commissioner David Moore  
Councilman Jay Musleh  
Commissioner Michelle Stone  
Commissioner Carl Zalak

**Members Not Present:**

Mayor Kent Guinn  
Councilman Justin Grabelle  
Councilwoman Mary Rich

**Others Present:**

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

Chairwoman Hanchar called the meeting to order at 4pm. Secretary Shakayla Irby called the roll and a quorum was present.

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

Chairwoman Valerie Hanchar 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 September 17<sup>th</sup>, 2019.

### **Item 4a. Florida Transportation Plan (FTP)**

Judy Pizzo with the FDOT gave a slideshow presentation to the TPO Board on the FTP and said that FDOT was updating the Florida Transportation Plan (FTP) which defined goals, objectives, and strategies for Florida's transportation system statewide. The FTP was the overarching transportation plan for all of Florida and affected every resident, business, and visitor.

Part of Ms. Pizzo's presentation was an interactive survey that allowed the board members to express what they thought would be concerns in their near future concerning modes of transportation and advancing technologies.

### **Item 5a. Unified Planning Work Program (UPWP) Amendment**

Mr. Derrick Harris presented The Unified Planning Work Program (UPWP) and said the UPWP was a financial budgetary document that outlined all of the expenditures that the TPO had anticipated to incur over a two year period. In addition to the expenditures that were listed, there were the activities/job duties that the TPO anticipated on completing for those years. The TPO's current UPWP covered the time period of July 1, 2018 to June 30, 2020.

Due to unapplied funds in Fiscal Year 2017/2018 for a Federal Transit Administration (FTA) 5305(d) grant, and the increase in the year's (2019/2020) allocation, the TPO was requested the following changes:

- Additional revenue from a FTA 5305d grant in the amount of \$100,172 for Fiscal Years 2017/18
- Additional revenue from an increase in the current years' (2019/2020) FTA 5305d grant in the amount of \$2,958.
- Additional expenditures for consultant services, for the following products:

- Congestion Management Plan
- Central Florida MPO Alliance (CFMPOA) Membership Dues
- Graphics and Infographics
- Economic Benefits of Cycling and Trails Study
- To cover for the additional expenditures outside of what was covered in additional revenues, salaries were decreased as a result.

Therefore, due to the unforeseen increases in the current fiscal years' grant allocation, as well as the unapplied for funds from a previous year, Mr. Harris requested the UPWP Amendment to be expended in the manner that was described.

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

#### **Item 5b. Fiscal Year 2019/20 – 2023/24 Transportation Improvement Program (TIP) Amendment**

Mr. Balmes said that the Florida Department of Transportation (FDOT) in collaboration with Florida's 27 TPO/MPOs through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), developed a Transportation Performance Measures Consensus document.

The primary purpose of the document was to outline the roles of FDOT, TPO/MPOs and public transportation providers for meeting transportation performance requirements per federal laws and regulations. The document also served as important guidance for carrying out performance based planning.

Mr. Balmes said the document had been added to the FY 2019/20 to 20203/24 TIP for the board's review.

Ms. Stone made a motion approve the FY 2019/20 – 2023/24 TIP Amendment. Mr. Musleh seconded, and the motion passed unanimously.

#### **Item 5c. Transportation Regional Incentives Program (TRIP) List Update**

Mr. Balmes presented the TRIP List Update and said that in August 2019, a decision had been made by the TPO/MPO Directors of the six members of the Central Florida MPO Alliance (CFMPOA) to develop a revised TRIP Priority List. Moving forward, the CFMPOA would revise the list on an annual basis. The list would serve as an important resource to identify projects in each respective TPO/MPO area that may be eligible for TRIP funding.

Mr. Balmes said that as background, the purpose of TRIP was to encourage partnerships for transportation projects that were regionally significant. TRIP funds were awarded by the Florida Department of Transportation and were used to match local or regional funds up to 50% of the

total project costs. The TRIP served as a matching program to leverage investments in projects with substantial local/regional commitment.

TPO staff had proposed to recommend one project for submission to the CFMPOA for the Ocala/Marion County TPO 2019 TRIP Priority List. The project was supported by the TPO Citizens Advisory Committee and Transportation Advisory Committee at their respective meetings on September 10, 2019.

- NW 49th Street Interchange @ I-75 (new interchange)

The project had been the top priority in the TPO's List of Priority Projects (LOPP) for two consecutive years. The project had significant local matching funds by Marion County, making it eligible for TRIP funding.

Mr. Balmes requested that the TPO Board recommend the project for approval and submission to the CFMPOA for inclusion in the 2019 TRIP Priority List.

Mr. Moore made a motion to approve the TRIP List Update. Mr. Livsey seconded, and the motion passed unanimously.

#### **Item 5d. TPO Logo**

Mr. Balmes said as presented at the July TPO Board meeting, plans were initiated for developing a new TPO logo based on the organizational changes involving SunTran and the TPO, in addition to moving to a new host government agency at Marion County.

The TPO secured the services of a local design firm Zed+Zed+Eye Design to develop a set of five logo options. These options were shared via an online survey with the TPO Board, Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Transportation Disadvantaged Local Coordinating Board (TDLCB). A total of 32 responses were received. Based on the survey and feedback, Mr. Balmes unveiled the new proposed TPO logo for board approval.

Mr. Gold made a motion to approve the TPO Logo. Mr. Moore seconded, and the motion passed unanimously.

#### **Item 5e. TPO Website**

Mr. Balmes said as presented at the July TPO Board meeting, a new TPO website was necessary, beginning February 1, 2020 due to the host government changing from the City of Ocala to Marion County. The URL domain (www.ocalamariontpo.org) would remain the same as the TPO and Marion County had secured the address.

On July 29, the TPO Board approved an amendment to the Unified Planning Work Program

(UPWP) for up to \$25,000 for a new website. The UPWP amendment was subsequently approved by the Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). The TPO proceeded to work with Marion County Procurement Services and IT departments to develop an “Interest to Quote” (ITQ) solicitation package, which was opened for a period of two weeks from August 26 to September 9, 2019. An open solicitation process was necessary to properly ensure an opportunity for any interested vendor to bid on the project and adhere to federal regulations.

Mr. Balmes said that based on the solicitation process, three vendors submitted quotes to Marion County Procurement Services for the website project. One vendor was disqualified for submitting their bid past the deadline. SGS Technologie LLC submitted a qualifying low bid total quote of \$20,876. The quote included a one year annual maintenance fee and hosting fees. The bid summary below displayed the breakdown of costs. Upon a review of the vendor’s project history and references, this quote was determined to be responsive and qualified.

The following summary of details services of the ITQ that were accepted by the TPO and would be provided by SGS Technologie LLC:

- Develop and Design a new TPO website (\$16,856 one time).
- Provide annual Maintenance of the TPO website (\$3,000/yr).
- Provide annual Hosting of the TPO website (\$1,020/yr).

Mr. Balmes requested acceptance of the Quote and to contract with the vendor. In the UPWP, the TPO had identified reimbursement of FTA 5305d grant funding to allocate towards the project. Additionally, an ongoing annual website maintenance fee of \$3,000 and hosting fee of \$1,020 would be identified specifically in future UPWP documents (FY 20/21 – 21/22).

The procurement process and award recommendation was reviewed and approved by both the FDOT and FHWA on September 18, 2019.

Mr. Balmes said upon the board’s approval, the TPO would immediately work with Marion County Procurement to begin the project and ensure the new website is completed prior to February 1, 2020.

Mr. Zalak asked what was provided in the Annual Maintenance costs.

Mr. Balmes said that it included maintenance for any bugs, issues, technical support to staff, security placements, and ADA compliance.

Mr. Zalak asked was there a reason why Marion County could not host the website seeing the City of Ocala had been and was currently hosting it.

Mr. Balmes said there was a possibility that the County could host but with the all-inclusive package of \$1,000 a year that equals out to \$83 a month.

Mr. Zalak wanted to make sure that the County gave a price to host the website to see what is more cost effective.

Ultimately, the board decided to move forward with the developing and design and not the vendor hosting until a cost from Marion County IT to host was brought back to the TPO board.

Mr. Zalak made a motion to approve design and development and table the maintenance hosting fee until it is brought back to the TPO board. Mr. Moore seconded, and the motion passed unanimously.

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

Chairwoman Hanchar gave a report of the August 27, 2019 Task Force Meeting for the Multi-use Corridors of Regional Economic Significance (M-CORES).

The purpose of the M-CORES program was to revitalize communities, encourage job creation, and provide regional connectivity while leveraging technology, enhancing quality of life and public safety, and protecting the environment and natural resources.

The objective was to advance the construction of regional corridors that are intended to accommodate multiple modes of transportation and multiple types of infrastructures.

Ms. Straub gave a brief summary of the meeting from an engineering standpoint and provided the board with a summary sheet to view that also had critical upcoming dates concerning the M-CORES.

#### **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**

*There were no comments by FDOT.*

#### **Item 9. Comments by TPO Staff**

Mr. Balmes presented a TPO Organization and Staffing Update that announced Derrick Harris as the new Assistant TPO Director. Mr. Harris would be the direct manager to Liz Mitchell, TPO Grants Coordinator/ Fiscal Planner and the vacant Transportation Planner position.

The TPO was still in the processes of hiring a candidate for the vacant Transportation Planner position.

**Item 10. Comments by TPO Members**

*There were no comments by TPO Members.*

**Item 11. Public Comment**

*There was no public comment.*

**Item 12. Adjournment**

Chairwoman Hanchar adjourned the meeting at 5:14pm.

Respectfully Submitted By:

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Shakayla Irby, TPO Administrative Assistant