

**FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION (TPO)  
MEETING MINUTES - WEST FLORIDA REGIONAL PLANNING COUNCIL (Designated staff)  
SANTA ROSA COUNTY BOARD OF COUNTY COMMISSION CHAMBERS  
6495 Caroline Street; Milton, Florida**

**February 10, 2016**

**Members Attending:**

Commissioner Jayer Williamson, Chairman	Santa Rosa County Commission
Commissioner Rob Williamson	Santa Rosa County Commission
Commissioner Lane Lynchard	Santa Rosa County Commission
Councilman Charles Bare	Pensacola City Council
Councilman Gerald Wingate	Pensacola City Council
Councilman P. C. Wu	Pensacola City Council
Commissioner Steven Barry	Escambia County Commission
Commissioner Wilson Robertson	Escambia County Commission
Commissioner Grover Robinson	Escambia County Commission
Commissioner Doug Underhill	Escambia County Commission
Councilman Jimmy Messick	City of Milton
Mayor Matt Dannheisser	City of Gulf Breeze
Mr. Mike Crittenden	Escambia County Area Transit (ECAT)

**Others Attending:**

John Fielding	Atkins
Kerriane Jensen	BDI
Jim Waite	BDI
Tommie Speights	Carpe Diem Community Solution
John Alaghemand	DRMP
Brandon Bruner	FDOT
Christy Johnson	FDOT
Bryant Paulk	FDOT
Tim Smith	FDOT
Cory Wilkinson	HDR
Shawn Justice	Volkert
Brittany Houghton	Flora-Bama
Patrick McClellan	Flora-Bama
Tim Bustos	Consultant for City of Gulf Breeze
Randy Jorgenson	City of Milton
Tim Milstead	City of Milton
Gale Thames	Milton resident
Colby Brown	Escambia County
Tommy Brown	Escambia County
David Forte	Escambia County
Jim DeVries	Consultant for Escambia County
Shawn Ward	Santa Rosa County
Jenny Cook	WFRPC Staff
Brittany Ellers	WFRPC Staff

Gary Kramer	WFRPC Staff
Jill Lavender	WFRPC Staff
Dorothy McKenzie	WFRPC Staff
Mary Beth Washnock	WFRPC Staff
Brian Youpatoff	WFRPC Staff

A. **CALL TO ORDER** - Chairman Williamson called the meeting to order.

**B. APPROVAL OF AGENDA**

Chairman Williamson advised there were two items to be considered:

1. Removal of Enclosure E – Resolution FL-AL 16-05 Adopting the Public Participation Process Plan for the Florida-Alabama Transportation Planning Organization (TPO).

**Mayor Dannheisser moved to remove Enclosure E, Councilman Bare seconded the motion and the motion was passed unanimously.**

2. Add-On Item – Mr. Youpatoff stated an application was received from Mr. Patrick McClellan to become a member of the Citizens Advisory Committee. Chairman Williamson asked to add the item as part of Item #8 under Enclosure H.

**Commissioner Lynchard moved to add Mr. Patrick McClellan CAC membership to Enclosure H, Commissioner Robertson seconded the motion and the motion was passed unanimously.**

**Councilman Bare moved to approve the agenda. Councilman Wingate seconded the motion and the motion was passed unanimously.**

C. **PUBLIC FORUM** - There were no speakers for this item.

**D. CONSENT AGENDA**

Chairman Williamson called for a motion to approve the consent agenda including the minutes from the November 2015 meeting.

**Mayor Dannheisser moved to approve the consent agenda. Councilman Bare seconded the motion and the motion was passed unanimously.**

**E. ACTION ITEMS**

1. Consideration of Resolution FL-AL 16-01: Amending the FY 2016 – FY 2020 Transportation Improvement Program (TIP) Adding the Design Phase for Escambia County Ferry Landing at Quietwater Beach - Enclosure A

Mr. Youpatoff called on Mr. Paulk to present the item. Mr. Paulk said the FDOT was requesting that the TIP include the design phase of the project for the Escambia County ferry landing at

Quitewater Beach. He said this action would include the design and the construction of the project. The design for Fiscal Year 2016 would cost approximately \$117,000.00.

**Councilman Bare moved to authorize the TPO chairman to sign Resolution FL-AL 16-01 amending the FY 2016 – FY 2020 TIP adding the design phase for Escambia County Ferry Landing at Quietwater Beach. Commissioner Robertson seconded and the motion was passed unanimously.**

**Roll Call Vote:**

Commissioner Underhill	Yes
Commissioner Barry	Yes
Commissioner Robertson	Yes
Mayor Dannheisser	Yes
Councilman Messick	Yes
Councilman Bare	Yes
Councilman Wingate	Yes
Councilman Wu	Yes
Commissioner Rob Williamson	Yes
Commissioner Lynchard	Yes
Commissioner Jayer Williamson	Yes
Mr. Crittenden	Yes

2. Consideration of Resolution FL-AL 16-02: Amending FY 2016–FY 2020 Transportation Improvement Program (TIP) Adding Construction Money for the Resurfacing of State Road (SR) 180 (Canal Road) from 0.28 Miles West of Foley Beach Express to SR 161 in the City of Orange Beach - Enclosure B

Mr. Kramer presented the item. He stated the project was to be done for the amount of \$1.5 million in Fiscal Year 2015-2016. Both of the advisory committees had recommended approval of the resurfacing project.

**Commissioner Lynchard moved to authorize the TPO chairman to sign Resolution FL-AL 16-02 amending FY 2016 – FY 2020 Transportation Improvement Program (TIP) adding construction money for the resurfacing of State Road (SR) 180 (Canal Road) from 0.28 miles west of Foley Beach Express to SR 161 in the City of Orange Beach. The motion was seconded by Councilman Wingate. The motion was passed unanimously.**

**Roll Call Vote:**

Commissioner Underhill	Yes
Commissioner Barry	Yes
Commissioner Robertson	Yes
Mayor Dannheisser	Yes
Councilman Messick	Yes
Councilman Bare	Yes
Councilman Wingate	Yes
Councilman Wu	Yes
Commissioner Rob Williamson	Yes
Commissioner Lynchard	Yes

Commissioner Jaye Williamson	Yes
Mr. Crittenden	Yes
Commissioner Robinson	Yes

3. Consideration of Resolution FL-AL 16-03: Amending the FY 2016–FY 2020 Transportation Improvement Program Adding Design and Construction Money for Medians and Left Turns on State Road (SR) 182 (Perdido Beach Boulevard) from Eastern Boundary of Gulf State Park to the Florida Line - Enclosure C

Mr. Kramer reviewed the project. The project was planned for an amount of \$750,000.00 for design in Fiscal Year 2015-2016, and \$5 million was planned for construction in Fiscal Year 2016-2017. He stated that both of the advisory committees recommended approval of the project.

**Commissioner Robinson moved to authorize the TPO chairman to sign Resolution FL-AL 16-03: amending the FY 2016 – FY 2020 Transportation Improvement Program adding design and construction money for medians and left turns on State Road (SR) 182 (Perdido Beach Boulevard) from eastern boundary of Gulf State Park to the Florida line. Councilman Bare seconded the motion and the motion was passed unanimously.**

Mr. McClellan addressed the Board. He said he was in favor of the Perdido Key master plan. He thought they did not need a four-way expressway in Perdido Key. He thought they needed a new bridge. He said having five lanes stop at the state line was not fair to the community and the safety of the people.

Commissioner Underhill said few people on the island wanted a four-lane highway on the island. He stated that the primary reason that there is a traffic issue is not the change of two lanes to four lanes. He said they have to be able to separate the pedestrian traffic on the north side of the road as they cross over. He conveyed that the pedestrian traffic crossing over is causing the jam at Flora-Bama. He said as they move forward there should be solutions. He asked for support of a bike path running the length of the island. He said presently they are considering changes on the Alabama side.

**Roll Call Vote:**

Commissioner Robinson	Yes
Commissioner Underhill	Yes
Commissioner Barry	Yes
Commissioner Robertson	Yes
Mayor Dannheisser	Yes
Councilman Messick	Yes
Councilman Bare	Yes
Councilman Wingate	Yes
Councilman Wu	Yes
Commissioner Rob Williamson	Yes
Commissioner Lynchard	Yes
Commissioner Jaye Williamson	Yes
Mr. Crittenden	Yes

4. Consideration of Resolution FL-AL 16-06: Updating the Florida-Alabama Transportation Planning Organization (TPO) and Advisory Committee Bylaws, Policies and Procedures - Enclosure D

Ms. Washnock said regarding the bylaws the people that attended the bylaws workshop could not make a decision on a few items, and asked the TPO Board to make the final decisions.

The first item was in Section 1.09, Item 6. Ms. Washnock said the bylaws currently state that "A TPO or advisory committee member, county administrator, city manager, or the staff may place an item on the TPO agenda. Any citizen may also request matters within the scope of the jurisdiction of the TPO on the agenda." She stated the TPO had voted to keep that language.

The second item the workshop group asked the TPO to make a decision on was in Section 3.03 of the CAC bylaws. The bylaws state that "CAC voting memberships are approved by the TPO and CAC members serve at the pleasure of the TPO. CAC members shall serve terms of indefinite length unless otherwise specified by the TPO." The alternative language was, "CAC members can be removed from the committee at any time by a majority vote of the TPO." She said the TPO voted to use the alternative language.

Regarding advisory committees, Ms. Washnock had learned that according to statutory provision, it states under the Metropolitan Planning Organization Advisory Council (MPOAC) section of the statutes that both committee members serve at the pleasure of the TPO.

Ms. Washnock said that based on advisory committee recommendations, the TPO wanted to keep the speaking time limit at five minutes, and that this was reflected in the bylaws.

Chairman Williamson addressed quorums. He recommended having nine constitute a quorum, and not eleven. Councilman Bare favored eleven for a quorum. Commissioner Robinson also favored eleven for a quorum.

**Councilman Wingate moved to authorize the TPO chairman to sign Resolution FL-AL 16-06: updating the Florida-Alabama Transportation Planning Organization (TPO) and Advisory Committee Bylaws, Policies and Procedures. The motion was seconded by Commissioner Robinson.**

Councilman Bare said he did not support the bylaws. He said that regarding Section 1.09(6) the City of Pensacola does not have a city manager, county administrator, or council executive. He said he was not comfortable with a city administrator adding items to the agenda. He favored only TPO members adding items to the agenda.

Councilman Bare said the Technical Coordinating Committee should be the Technical Advisory Committee because they only serve in the capacity of an advisory committee to the TPO. He also thought the TCC and CAC should not have the ability to cancel or reschedule meetings without TPO approval. Councilman Bare said it was not appropriate for the advisory committees to add items to the agenda. He said add-on items should be added by the TPO and should be considered in advance of the meetings because now the committees and TPO meet on different days. He was not in favor of the advisory committees and the TPO meeting on different days.

Councilman Bare thought the TCC and CAC should not have the ability to conduct studies without TPO approval. He said workshops should be approved by the TPO. He also thought consultants should not be part of the TCC, and TCC members should instead be staff members of the governing bodies. He also was not in agreement with the current process of appointing TCC members, and thought they should come through the TPO.

Councilman Bare said that within the bylaws it was designated that the West Florida Regional Planning Council is the administrative body to manage the TPO operations. He said since attending the MPOAC he noticed that there are a number of TPOs that use a different structure to manage their organizations, including having their own staff. In some cases they can send two people to the MPOAC training. He did not think the administrative structure needed to be included in the bylaws; he thought it was settled through a separate agreement. He asked that the Board look at all options in regards to administrative structure.

Commissioner Robinson said CAC membership removal by the TPO should be included in the bylaws. Ms. Washnock said the previous language indicated that CAC members serve at the pleasure of the TPO and can be removed from the committee at any time by a majority of the TPO.

Commissioner Underhill said he had a concern with contractors on the TCC and thought it may present a conflict of interest. Ms. Washnock said there is one member of the TCC that is a consultant, and that individual only works for one local government. She said that local government is not in a position to have staff to fulfill that capacity. She said they understand that some local governments have a contractor or consultant filling the role of staff.

Mayor Dannheisser said the City of Gulf Breeze did not have in-house technical expertise for transportation, and therefore retained a consultant that helps them, and is their representative on the committee.

Councilman Bare said he wanted the TCC's input in relation to the agenda. Regarding the contractor aspect, he said if they leave things as they are any local government can appoint somebody to serve on their behalf. He said they are appointed by the TCC. He wanted them to be brought before the TPO for approval.

Councilman Bare said regarding the administrative aspect he thought minimal information needed to be included in the bylaws. He said periodically the TPO approves an agreement with West Regional Planning Council to serve as the TPO's administrative support. He thought this did not belong in the bylaws because administrative support is handled separately.

**The motion was passed with one opposing vote by Councilman Bare.**

5. Consideration of Resolution FL-AL 16-07: Approving the Transportation Alternatives Program (TAP) Scoring Criteria - Enclosure F

Ms. Cook said that at the last meeting the scoring criteria was adopted with amendments that modify the public support criteria. She said the currently adopted scoring criteria has a total of 92 points with no criteria for public support. She said at the last meeting the TPO

recommended that staff redistribute the points that were removed for public support, and include public support.

Ms. Cook said points were redistributed so that every criterion, except safety, is 15 points. There was more emphasis on safety. The bonus points were increased to 10. She said FDOT requires four letters of public support; two public and two private. She further explained the points assigned.

There was general discussion.

Councilman Bare expressed that eight letters for two bonus points was too many required letters, and suggested lowering the criteria to four letters.

Commissioner Robinson said the age of the project seemed to penalize innovation and new ideas. He said that a new project was behind or equal to someone that didn't have any vocal contribution or public support just because they had been there five years. Commissioner Williamson suggested capping it at three years. Commissioner Robinson agreed to cap it at three years.

Commissioner Underhill referred to Page 12 and the ten bonus points. He said a ten-year old project that had no local contribution and no public support gets the same number of bonus points as a new project that has substantial local contribution and substantial public support. He said a good project would stand on its own regardless of how long it was going on. He asked to remove that.

Commissioner Underhill spoke to the equal distribution of the extra points with regards to proximity of schools. He said in Escambia County there had been a trend of eliminating smaller schools and consolidating schools. He said there are fewer places around the county where they will be able to gain those points. He said there was 15 points for proximity to school and it would be more difficult to make up for points lost due to less schools. He thought by the time they were done with the things close to schools there would not be any money left for anything else.

Ms. Cook said most of the time if an area was not close to a school they gained points in other areas.

The following amendments were recommended: Cap the years at three and only require four letters instead of requiring eight letters.

**Commissioner Robinson moved to authorize the TPO chairman to sign Resolution FL-AL 16-07: approving the TAP scoring criteria with amendments: amend the bonus points to only by age of project to cap three points at three years, and for public support letters to reduce the minimum to four letters of support . The motion was seconded by Councilman Bare.**

Councilman Bare changed his mind on the age of project change. He did not support the amendments. He asked that they take off the age of project. He wanted to split the points between local contribution and public support. Commissioner Robinson said he was amenable

to a substitute motion for Councilman Bare's recommendation.

Councilman Bare made a substitute motion amendment to approve the plan with removal of age of project from the bonus points, and split those points between local contribution and public support, allowing five points each. He said he would not change the letters if it was getting five points.

Commissioner Robinson said he did not know how changing the additional points would influence the scoring. He was hesitant to give five points to each of the other items. He was in agreement to drop age of project.

Councilman Bare withdrew his motion.

Commissioner Robinson restated his motion to drop age of projects from the bonus section.

**Chairman Williamson said the motion was to accept dropping age of project and changing the number of letters from eight to four. The motion was seconded. The motion was passed unanimously.**

6. Consideration of Resolution FL-AL 16-04 Supporting Metropolitan Planning Organization Advisory Council (MPOAC) 2016 Legislative Policy Positions – Enclosure G

Ms. Washnock reviewed 2016 MPOAC legislative policy positions adopted by the MPOAC October 29, 2015. She asked for approval to adopt Resolution FL-AL 16-04.

**Councilman Bare moved to authorize the TPO chairman to sign Resolution FL-AL 16-04 supporting MPOAC legislative policy positions. The motion was seconded by Commissioner Underhill. The motion was passed unanimously.**

7. Consideration of Citizens' Advisory Committee (CAC) Application from Mr. Ryan Ward - Enclosure H

**Councilman Bare moved to approve CAC application from Mr. Ryan Ward. Commissioner Robinson seconded the motion and the motion was passed unanimously.**

8. Consideration of CAC Application from Mr. Patrick McClellan – Add-on Item –

**Councilman Bare moved to approve CAC application from Mr. Patrick McClellan. Commissioner Robinson seconded the motion and the motion was passed unanimously.**

9. Appointment of a TPO Member and an Alternate to Attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Officials in Calendar Year 2016 - Enclosure I

Mr. Youpatoff advised a member and alternate was being requested to attend the MPOAC Institute Workshop.

Councilman Bare nominated Councilman Wingate to attend. Councilman Wingate said he

could attend in May. Commissioner Rob Williamson nominated Councilman Messick to attend. Councilman Messick said he could attend in May. Ms. Washnock said she would investigate as to whether two members could attend.

**Commissioner Rob Williamson moved to approve the Appointment of Councilman Wingate and Councilman Messick to be the alternate to attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Officials in calendar year 2016. Councilman Bare seconded the motion.**

**Commissioner Rob Williamson amended the motion to designate two members to attend, rather than have one person be an alternate to attend. The motion was seconded. The motion was passed unanimously.**

Ms. Washnock said everything possible would be done to send two members to attend.

**F. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) UPDATE –**

Mr. Bryant Paulk provided an update. He reviewed an advance notice of the Interstate 110 master plan update. He said the public kick-off meeting would be held April 5, 2016. The Federal Highway Administration requires an update of the interstate master plan every ten years and it was time to update I-110. No major updates were expected.

Mr. Paulk reviewed the update for the regional Intelligent Transportation Systems (ITS) efforts for the Florida-Alabama TPO. He said the study developed to a point where they could look at some phased approaches to the implementation of ITS improvements. FDOT met with consultants to discuss the phased approach which will allow easier implementation relating to funding, and to the impact on local governments. FDOT considers this project high priority. He said the first breakout of the project phase would be the installation of the 150 miles of fiber in the Florida-Alabama region. He said a memorandum of understanding had been circulated amongst the member governments it would apply to. He asked for review and execution of the memorandum of understanding. He said that action would allow FDOT to compete for statewide funds to support the development of the ITS plan. He said FDOT has added transportation management centers to handle the ITS.

Commissioner Rob Williamson asked in relation to the impact to local governments for greater detail as it relates to staffing considerations for monitoring the system.

Mr. Paulk said currently Escambia County and the City of Pensacola have a transportation management office where they monitor the cameras. FDOT will be including more cameras and more supervised intersections. This action will entail capital improvements and additional staff members. Mr. Paulk said two to three members would be needed for monitoring the facility. Commissioner Rob Williamson asked for more information to assist in determining capital expenditures and staffing requirements. Mr. Paulk said information would be available shortly.

Commissioner Bare asked when repaving the area for 9<sup>th</sup> Avenue would be done. Mr. Paulk said he would obtain the information and advise Commissioner Bare.

Councilman Wingate said he had concerns about sidewalks on 9<sup>th</sup> Avenue. Mr. Paulk said he was aware of the need for sidewalks. He suggested submitting an application with FDOT for the Transportation Alternatives Program.

Commissioner Robinson made reference to landscaping at Scenic Highway and I-10. He asked what the status is on the landscaping. He said they are working with Scenic Highway Foundation and the neighborhoods on replanting. Mr. Paulk said the project should be let in October 2016, and work should start in January 2017.

#### **G. PRESENTATIONS (no action)**

1. Update on Florida Department of Transportation (FDOT) Financial Project Identification Number 437844-1-22-01, State Road (SR) 30 (US 98) Gregory Street and Bay Front Parkway at 17<sup>th</sup> Avenue Intersection Improvement Project Development and Environment (PD&E) Study – Enclosure L

Mr. Brandon Bruner from FDOT presented the item. He introduced Mr. Shawn Justice, FDOT's consultant project manager. Mr. Bruner said the PD&E study was initiated last fall. Mr. Justice made a PowerPoint presentation.

Mr. Justice said the purpose of the PD&E study is to improve the overall safety conditions of all modes of transportation at the intersection. He said multiple types of configurations for the intersection will be considered. Improvements for greater efficiency at the intersection will be developed. The intersection will be evaluated in relation to evacuation routes.

Mr. Justice said the project is identified within the Florida-Alabama TPO 2040 financially feasible plan and is in the Transportation Improvement Plan. Mr. Justice said there would be a public kick-off meeting March 29, 2016.

Councilman Wingate asked if there was any connection in the planning of the intersection and the new Bay Bridge. Mr. Bruner said the two projects would be coordinated.

2. Review of Draft Fiscal Year (FY) 2017 – FY 2018 Florida-Alabama Transportation Planning Organization (TPO) Unified Planning Work Program (UPWP) - Enclosure J

Ms. Washnock said the UPWP is a document required for Metropolitan Planning Organizations (MPO) and reflects the operating budget. The tasks provided by the MPO were listed in the agenda. She said when the UPWP is completed board members would be provided a copy to review.

3. Review of the Draft Proposed Evaluation Criteria for West Florida Regional Planning Council (WFRPC) Staff Ranking of Transportation System Management (TSM) Projects – Enclosure K

Ms. Lavender presented the item. She said the TPO staff is working to update the evaluation criteria used to rank TSM projects. The previous year's criteria were included in the agenda package. Comments received on last year's criteria were also included in the agenda package. The package also included the proposed new criteria. Comments on the criteria will be received through March 18, 2016. The new criteria is scheduled for adoption in April 2016.

4. Review of the 2016 Transportation Alternatives Program (TAP) – Enclosure M

Ms. Cook presented the item. She said the TAP provides funding for projects that further develop transportation infrastructure for non-auto modes of transportation. She stated that FDOT asked that this year there be focus on projects to be transportation oriented, rather than recreational. This meant on the applications the projects don't need to be the destination, but rather the projects need to be moving people from point A to point B. Ms. Cook said all the applications must be submitted to the TPO by March 14, 2016.

**H. INFORMATION ITEMS (No Presentation)**

The following items were included in the agenda package:

- 2016 TPO and Advisory Committee Meeting Schedule
- November 2015 Advisory Committee Minutes
- November 2015 TPO Actions Report
- I-110 Master Plan Update Kick-off
- Highway 90 Project PowerPoint Presentation Link
- Fixing Americas Surface Transportation (FAST) Act PowerPoint Presentation Link

Mr. Youpatoff said the next meeting will be held April 13, 2016 in Escambia County.

**I. OTHER BUSINESS**

**J. ADJOURN** - There being no other business the meeting was adjourned.

<p><b>Approved by TPO</b></p> <p><b>Date:</b> <u>  April 13, 2016  </u></p> <p><b>Signed:</b> _____</p>
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