MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION
Thursday, May 21, 2020, 3:00 p.m.

Citizens’ Advisory Committee (CAC) – 9:30 a.m. | Technical Coordinating Committee (TCC) – 1:30 p.m.

A. CALL TO ORDER/PLEDGE/ROLL CALL – Chairman Nathan Boyles

B. HOUSEKEEPING FOR VIRTUAL MEETING

C. APPROVAL OF AGENDA
Any new action items to be added to the agenda must be approved by a vote of two-thirds (2/3) of the TPO members present.

D. PUBLIC FORUM
Only board/committee members will be able to speak during the meeting, community members participating via phone will be muted during the meeting and are only able to listen. There is opportunity for the public to provide comments however, as we do with all TPO meetings. Comments can be provided in the chat box, by email, or by phone.

E. FDOT UPDATE: Mr. Bryant Paulk, AICP, or Ms. Christy Johnson, AICP, Florida Department of Transportation (FDOT) Urban Liaisons

F. CONSENT:
   1. ALL COMMITTEES Approval of February 2020 Meeting Minutes

G. ACTION:
   1. ENCLOSURE A – ALL COMMITTEES (TPO ROLL CALL VOTE) Consideration of Resolution O-W 20-09 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 188 (Racetrack Road and SR 189 (Beal Parkway)), Lighting Project as Project #4460361 in FY 2019/2020 in the amount of $61,596 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison
2. **ENCLOSURE B – TPO ONLY** Consideration of Resolution O-W 20-10 Authorizing Emergency Approvals Under a Declared County, State or Federal State of Emergency to Ensure Compliance with State and Federal Requirements for Metropolitan Planning Organizations; Repealing all Resolutions in Conflict; Providing an Effective Date – *Mr. Austin Mount, ECRC Chief Executive Officer*

3. **ENCLOSURE C – TPO ONLY** Consideration of Resolution O-W 20-08 Approving Entering an Interlocal Agreement with the Emerald Coast Regional Council (ECRC), the Florida-Alabama TPO, the Bay County TPO, Washington County, and Holmes County Designating the ECRC Board as the Designated Regional Transportation Area to Serve the Regional Needs of Escambia, Santa Rosa, Okaloosa, Walton, Bay, Washington, and Holmes Counties, per section 339, *Florida Statute* – *Mr. Austin Mount, ECRC Chief Executive Officer*

4. **ENCLOSURE D – TPO ONLY** Consideration of Resolution O-W 20-05 Reaffirming the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement – *Ms. Jill Lavender, ECRC Staff*

5. **ENCLOSURE E – TPO ONLY** – Consideration of Resolution O-W 20-12 Amending the FY 2019-FY 2020 Unified Planning Work Program (UPWP) to De-obligate funds in the Amounts of $20,841 (PL Funds), and $337,660 (SA Funds) – *Ms. Mary Beth Washnock, ECRC Transportation Manager*

6. **ENCLOSURE F – ALL COMMITTEES** Consideration of Resolution O-W 20-11 Adopting the Okaloosa-Walton Transportation Planning Organization (TPO) Public Participation Plan (PPP) Major Update – *Ms. Brittany Ellers, ECRC Staff*

7. **ENCLOSURE G – ALL COMMITTEES** Consideration of Resolution O-W 20-06 Approving the Scope of Services for the Okaloosa-Walton TPO 2045 Long Range Transportation Plan Update – *Ms. Jill Lavender, ECRC Staff*

8. **ENCLOSURE H – ALL COMMITTEES** Consideration of Resolution O-W 20-07 Adopting the Congestion Management Process Plan Minor Update – *Ms. Jill Lavender, ECRC Staff*

9. **ENCLOSURE I – ALL COMMITTEES** Request to Proceed with Amending the Okaloosa-Walton 2040 Long-Range Transportation Plan Cost Feasible Plans to Include U.S. 98 at CR 30A Pedestrian Underpass Right of Way, Construction Engineering Inspection (CEI), and Construction Phases – *Ms. Jill Lavender, ECRC Staff*

10. **ENCLOSURE J – ALL COMMITTEES** Consideration of a TPO, TCC, and CAC Chair and Vice-Chair to serve for Fiscal Year 2020 – Fiscal Year 2021 (July 1, 2020 – June 30, 2021) – *Ms. Mary Beth Washnock, ECRC Transportation Manager*
H. **PRESENTATIONS** (no action required):

**ENCLOSURE K – ALL COMMITTEES** Review of the Draft O-W TPO FY 2021-2025 Transportation Improvement Program (TIP) – Mr. Gary Kramer, ECRC Staff

I. **INFORMATION ITEMS** (no presentation necessary):

**ENCLOSURE L – ALL COMMITTEES**
- TCC and CAC February 2020 Meeting Minutes
- OW TPO February Actions Report
- CAC Resignation from Mr. John McGee
- Signed DEO No Comment Letter
- Letter from TPO to FDOT in support of adding lighting to US 331 Choctawhatchee Bay Bridge
- OW TPO 2020 Schedule

J. **OTHER BUSINESS** – The next Okaloosa-Walton TPO meeting will be **July 16, 2020 at 3:00 p.m.**  
**Location TBD.** The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.

K. **ADJOURNMENT**

Stay up to date with TPO events and activities on Facebook: [www.facebook.com/EmeraldCoastRegionalCouncil](http://www.facebook.com/EmeraldCoastRegionalCouncil) or by subscribing to the Okaloosa-Walton TPO Interested Parties list: [http://eepurl.com/dqlsyH](http://eepurl.com/dqlsyH)  
Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

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**Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability or family status. Reasonable accommodations for access will be made in accordance with the Americans with Disabilities Act and for languages other than English. Please notify Ms. Brittany Ellers, of requirements at brittany.ellers@ecrc.org or 1-800-226-8914, Extension 220 or 1-800-955-8771 for TTY-Florida at least 48 hours in advance.**

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**Introduzca la participación del público se solicita, sin distinción de raza, color, origen nacional, sexo, edad, religión, discapacidad o estado familiar. La OPC hará arreglos razonables para el acceso a esta reunión de acuerdo con el Americans with Disabilities Act, y para los requisitos de idioma que no sean inglés. Notifique a la Ada Clark (ada.clark@ecrc.org) de los requisitos de acceso o el idioma en el 850-332-7976 ext. 227 o 1-800-955-8771 para TTY-Florida al menos 48 horas de antelación.**
CONSENT AGENDA
CONSENT AGENDA
ALL COMMITTEES

FOR APPROVAL UNDER CONSENT:

1) **ALL COMMITTEES**: Approval of February 2020 Meeting Minutes
OKALOUSA-WALTON TRANSPORTATION PLANNING ORGANIZATION
(TPO) MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Okaloosa-Walton Administration Building 1250 Eglin Parkway, Shalimar, Florida
February 20, 2020

MEMBERS ATTENDING:
Nathan Boyles, Chairman Okaloosa County Commissioner
Carolyn Ketchel Okaloosa County Commissioner
Kelley Windes Okaloosa County Commissioner
J.B. Whitten City of Crestview Mayor
Andrew Rencich Crestview City Council
Joe Blocker Crestview City Council
Skip Overdier City of Destin
Dick Rynearson Fort Walton Beach Mayor
Amy Jamieson Fort Walton Beach City Council
Danny Glidewell Walton County Commissioner
Christine Wasdin Valparaiso City Commissioner
Judy Boudreaux Niceville City Council

NON-VOTING MEMBERS ATTENDING:
Patt Maney Mid-Bay Bridge Authority

MEMBERS NOT IN ATTENDANCE:
Bill Chapman Walton County Commissioner
Trey Nick Walton County Commissioner
Elizabeth Haffner City of Freeport
Chatham Morgan City of Destin Council

OTHERS ATTENDING:
Bryant Paulk FDOT
Corey Wilkinson HDR
Paul Looney Scalar Counsulting
Dana McIntyre Hurlburt Field
Matthew Lambert Walton County

EMERALD COAST REGIONAL COUNCIL STAFF
Austin Mount
Mary Beth Washnock
Mary Jo Gustave
Gary Kramer
Jill Lavender
Caitlin Cerame
Brittany Ellers

A. CALL TO ORDER/PLEDGE – Chairman Nathan Boyles
B. APPROVAL OF AGENDA
Ms. Washnock stated that Mr. Matthew Lambert with Walton County would giving a brief presentation on a project in Walton County.

Councilwoman Jamieson moved to approve the amended agenda; Councilman Rencich seconded the motion and it was unanimously approved.

C. PUBLIC FORUM
There were no speakers from the public.

Chairman Boyles welcomed Commissioner Peach from Santa Rosa County.

D. FDOT UPDATE: Mr. Bryant Paulk, AICP, Florida Department of Transportation (FDOT) Urban Liaison

Mr. Paulk stated that FDOT has two public meetings coming up. Mr. Paulk stated that the first meeting is an aesthetics workshop for the Brooks Bridge replacement project. He stated that the meeting will be held at the Emerald Coast Convention Center, Fort Walton Beach, FL on Thursday April 2, 2020 from 5:00 p.m. until 6:30 p.m.

Mr. Paulk stated that the second meeting is a Transportation Alternatives meeting will be held at Destiny Worship Center on HWY 331, Freeport, FL, on Tuesday April 7, 2020 from 5:30 p.m. until 6:30 p.m.

E. CONSENT:
   1. ALL COMMITTEES – Approval of December 2019 Meeting Minutes

Councilwoman Jamieson moved to approve the December 2019 meeting minutes; the motion seconded and it was unanimously approved.

F. ACTION:
   1. ENCLOSURE A – ALL COMMITTEES Request to Proceed with Amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to Include Needs Plan and Cost Feasible Plan for SR 85 at P.J. Adams Parkway Intersection Improvement and the Santa Rosa Island Bridge to Bridge Multi-Use Path and to Only Amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road Intersection Realignment and Improvement and U.S. 90 from SR 4 to Antioch Road – Ms. Jill Lavender, ECRC Staff

Ms. Lavender presented, stating that Okaloosa County is requesting to amend the TPO’s Long Range Transportation Plan, including the needs plan and the cost feasible plan to include these four projects. She stated that in April 2020 the amendments will be presented to the TPO for the final action.

Mayor Rynearson moved to proceed with amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to include SR 85 at P.J. Adams Parkway intersection improvement and the Santa Rosa Island Bridge to Bridge multi-use path and to
Okaloosa-Walton TPO Meeting Minutes  
February 20, 2020 (Page 3 of 5)

only amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road intersection realignment and improvement and U.S. 90 from SR 4 to Antioch Road. Commissioner Ketchel seconded the motion and it was unanimously approved.

2. ENCLOSURE B – ALL COMMITTEES Consideration of Resolution O-W 20-01 Adopting Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff

Mr. Kramer stated that adopting the Targets for Safety Performance Measures was up for review in December 2019. He stated that rule makings for safety, bridge and pavement for system performance were established by the Federal Highway Administration between 2016 and 2017. He stated that bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018. He stated that they do not need to be adopted again until April 1, 2023.

Mr. Kramer stated that Targets for Safety Performance Measures need to be adopted annually by February 27 for the five categories listed in the enclosure.

Mr. Kramer stated that the TPO can accept the FDOT targets or establish their own targets. He stated that the past two years the TPO has accepted the FDOT targets.

Councilwoman Jamieson moved to authorize the TPO chairman to sign resolution O-W 20-01, adopting Targets for Safety Performance Measures; Mayor Rynearson seconded the motion and it was unanimously approved.

3. ENCLOSURE C – ALL COMMITTEES Consideration of Resolution O-W 20-02 Modifying the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to Include a Lighting Plan and Authorizing Execution of Consultant Task Order – Ms. Jill Lavender, ECRC Staff

Ms. Lavender stated that approximately two years ago the TPO adopted the Beal Parkway Corridor Management Plan. She stated that the project was under budget. She stated those dollars are allocated for that specific corridor as well as planning purposes.

Ms. Lavender stated that an additional lighting study could be done in order to use the extra dollars.

Commissioner Ketchel moved to authorize the TPO chairman to sign Resolution O-W 20-02, approving the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to Include a Lighting Plan and Authorizing Execution of Consultant Task Order; Councilwoman Jamieson seconded the motion and it was unanimously approved.


Mr. Wilkinson presented stating that the Transportation Alternative Program is a program with federal dollars administered by the state. He stated that the dollars are set aside for small scale
transportation projects including trails and sidewalks. He stated that the district has $3 million to work with.

Mr. Wilkinson explained the process in which the projects are ranked. He stated that projects are ranked by holding a workshop to review the applications, go through the scoring criteria and make any adjustments to the score.

Commissioner Ketchel moved to authorize the TPO chairman to adopt the 2020 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2022-2026 Tentative Work Program; Mayor Whitten seconded the motion and it was unanimously approved.

5. ENCLOSURE E – CAC AND TPO ONLY Consideration of Citizen’s Advisory Committee (CAC) Bylaw Update – Ms. Brittany Ellers, ECRC Staff

Ms. Ellers presented a proposed update to the bylaws which was adding a nomination process for the CAC membership. She stated that ECRC would be reaching out to each TPO board member for a nomination to the CAC membership.

Ms. Ellers stated that the proposal also includes six at large seats, that would be filled by applications from the community that do not go through a nominating process and that there are no term limits.

Ms. Ellers stated that the CAC approved the updates.

A current list of CAC members was requested and to be given to all TPO board members.

Mayor Rynearson moved to approve and to update the Bylaws of the Citizens’ Advisory Committee regarding membership; Mayor Whitten seconded the motion and it was unanimously approved.

6. Add on item – Consideration of a lighting study for the Highway 331 bridge that crosses the Choctawhatchee Bay – Mr. Matthew Lambert, Senior Planner, Walton County

Mr. Matthew Lambert, Senior Planner, Walton County stated that some commissioners and people from public works requested that the following projects be presented to the TPO. He stated that Highway 331 bridge across the Choctawhatchee Bay does not have lighting on it. He is asking for support for a study.

Commissioner Glidewell stated that there was unanimous support from the Walton County BOCC for this study. He stated that the sheriff requested the study be done.

Commissioner Windes move to approve the O-W TPO chairman to sign a letter of support of Walton County’s request to complete a light study on Highway 331 Bridge across Choctawhatchee Bay. Mayor Rynearson seconded the motion and it was unanimously approved.
G. PRESENTATIONS: (no action required):

1. ENCLOSURE F – ALL COMMITTEES Review of the Draft Fiscal Year (FY) 2020/2021 and 2021/2022 Unified Planning Work Program (UPWP) Mr. Cameron Smith, ECRC Staff

Ms. Washnock presented stating the UPWP is the two-year budget and work tasks for the TPO process, which includes staff time, consultant time and all plans that are required.


Ms. Ellers stated that the plan was last adopted in 2017, and that it is recommended that it be reviewed annually and be updated every other year.

Ms. Ellers stated that the major changes to the plan are updated links to show how the public can get involved as well as the performance measures.

H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K – ALL COMMITTEES
   - TCC and CAC December 2019 Meeting Minutes
   - OW TPO December Actions Report
   - 2020 OW TPO Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be April 16, 2020 at 3:00 p.m. at the DeFuniak Springs Community Center, 361 North 10th Street, DeFuniak Springs, Florida. The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.

J. ADJOURNMENT

Stay up to date with TPO events and activities on Facebook: www.facebook.com/EmeraldCoastRegionalCouncil or by subscribing to the Okaloosa-Walton TPO Interested Parties list: http://eepurl.com/dqlsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 3:34 p.m.
ENCLOSURE A
ENCLOSURE A
TPO ONLY

SUBJECT: Consideration of Resolution O-W 20-09 Amending the FY 2020-2024 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for SR 188 (Racetrack Road and SR 189 (Beal Parkway), Lighting Project as Project #4460361 in FY 2019/2020 in the Amount of $61,596. (ROLL CALL VOTE REQUIRED)

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, the TPO adopts a Transportation Improvement Program (TIP), which lists the projects scheduled throughout the five years of the FDOT Work Program for various phases such as project development and environmental study, design, right-of-way acquisition and construction. To receive federal funding, the projects must be in the TPO’s adopted TIP. This TIP amendment adds Project ID 4460361, PE Phase for SR 188 (Racetrack Road and SR 189 (Beal Parkway) in FY 2019/2020 in the total amount of $61,596.

Attached are the following:
- Resolution O-W 20-09
- Request for Amendment
- Page of the FY 2020 -- FY 2024 TIP as Amended

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-09 to amend the FY 2020-2024 TIP. This action is recommended to ensure FDOT can authorize funding for this project. Please contact Gary Kramer, TPO staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
RESOLUTION O-W 20-09

A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION
AMENDING THE FISCAL YEAR 2020 – FISCAL YEAR 2024 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Okaloosa-Walton Metropolitan Planning Area; and

WHEREAS, the Transportation Improvement Program (TIP) is adopted annually by the TPO and submitted to the governor of State of Florida, to the Federal Transit Administration, and through the State of Florida to the Federal Highway Administration; and

WHEREAS, the TIP is periodically amended to maintain consistency with the Florida Department of Transportation Work Program; and

WHEREAS, authorization for federal funding of projects within an urbanized area cannot be obtained unless the projects are included in the TPO's TIP; and

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) believes that this amendment will support the performance targets established by the state and supported by the TPO.

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO amends the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program adding the Preliminary Engineering Phase for SR 188 (Racetrack Road and SR 189 (Beal Parkway) Lighting Project as Project #4460361 in FY 2019/2020 in the amount of $61,596.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ________________________________
    Nathan Boyles, Chairman

ATTEST: ___________________________
FDOT Request for TIP Amendment

Okaloosa County

**4460361**  SR 188 Racetrack Road &
SR 189 Beal Parkway  Lighting
Project Length: 2.161 Miles

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Highway lighting retrofit design for 2 intersections on SR 188 Racetrack Rd @ Skipper Ave & @ SR 85 Eglin Pkwy; 3 signalized intersections on SR 189 Beal Pkwy/Lewis Turner Blvd @ Green Acres Rd, Hospital Dr, & @ Mooney Rd.
4460361  

**SR 188 RACETRACK RD & SR 189 BEAL PKWY**  

**Non-SIS**  

**Work Summary:** LIGHTING  

**From:** @Skipper Ave & @SR 85 (Eglin Pkwy)  

**To:** @Green Acres Rd, @Hospital Dr, & @Mooney Rd  

**Lead Agency:** FDOT  

**Length:** 2.161 Mi  

**LRTP #:** Final Report p. 7-5  

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**Prior Cost < 2019/20:** 0  

**Future Cost > 2023/24:** 0  

**Total Project Cost:** 61,596  

**Project Description:**  

On May 21, 2020 TPO Agenda for approval  
Highway lighting retrofit design for 2 intersections on SR 188 Racetrack Rd @Skipper Ave & @SR 85 (Eglin Pkwy); 3 signalized intersections on SR 189 Beal Pkwy/Lewis Turner Blvd @Green Acres Rd, @Hospital Dr, & @Mooney Rd.
ENCLOSURE B
SUBJECT: Consideration of Resolution O-W 20-13 Authorizing Emergency Approvals Under a Declared County, State or Federal State of Emergency to Ensure Compliance with State and Federal Requirements for Metropolitan Planning Organizations; Repealing all Resolutions in Conflict; Providing an Effective Date

ORIGIN OF SUBJECT: Emerald Coast Regional Council Staff

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Florida Statutes require that urbanized areas, as a condition to receipt of federal funds, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the designated urbanized area.

The ECRC manages the three Metropolitan Planning Organizations across the Florida Panhandle, locally referred to as TPOs: the Florida-Alabama TPO, the Okaloosa-Walton TPO, and the Bay County TPO. The Okaloosa-Walton TPO works for and represents the interests of Okaloosa and Walton counties in Florida, and the municipalities of Crestview, Destin, Fort Walton Beach, Niceville, Valparaiso, DeFuniak Springs, and Freeport.

TPOs are required to develop and amend as appropriate, plans and programs required by 23 Code of Regulations 450.300 through 450.324. These include but are not limited to the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Public Involvement Plan (PIP) and the Long-Range Transportation Plan (LRTP).

It is possible, that during special circumstances, such as a declared State of Emergency, the TPO may be required to take immediate action to respond to urgent requests that cannot be delayed for a meeting and quorum to be established. Resolution O-W 20-13 would authorize the Emerald Coast Regional Council’s Executive Director the authority to amend documents for consistency purposes, revise the UPWP and/or TIP as appropriate, and to submit information reports, applications or documents of behalf of the TPO as deemed essential by the Florida Department of Transportation and/or the Federal Highway Administration.

Attached is the following:
- Resolution O-W 20-13

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign Resolution O-W 20-13 authorizing emergency approvals under a declared county, state or federal State of Emergency to ensure compliance with state and federal requirements for Metropolitan Planning Organizations; repealing all resolutions in conflict; providing an effective date. This action is recommended to allow the work of the TPO to continue in times of emergencies. Please contact Mr. Austin Mount, ECRC CEO, at 850-332-7976, Extension 201 or Austin.mount@ecrc.org if additional information is needed.
RESOLUTION O-W 20-13
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING EMERGENCY APPROVALS UNDER A DECLARED COUNTY, STATE OR FEDERAL STATE OF EMERGENCY TO ENSURE COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS FOR METROPOLITAN PLANNING ORGANIZATIONS; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING AN EFFECTIVE DATE

WHEREAS, Florida Statutes 339.175; 23 United States Code 134; and 49 United States Code 5303 require that an urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the designated urbanized area; and

WHEREAS, the Okaloosa-Walton TPO is a regional organization representing the interests of Okaloosa and Walton counties in Florida, and the municipalities of Crestview, Destin, Fort Walton Beach, Niceville, Valparaiso, DeFuniak Springs, and Freeport; and

WHEREAS, pursuant to 23 United States Code 134, 23 Code of Regulations 450, and Section 339.175, Florida Statutes, require the TPO and the Florida Department of Transportation to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration portion of the metropolitan planning process and accomplishing the transportation planning requirements of state and federal law; and

WHEREAS, the Okaloosa-Walton TPO is required to develop and amend as appropriate, the plans and programs required by 23 Code of Regulations 450.300 through 450.324, including but not limited to the Unified Planning Work Program; Transportation Improvement Program, Public Involvement Plan and Long-Range Transportation Plan; and

WHEREAS, under the special circumstances occurring during a declared county, state or federal State of Emergency, the Okaloosa-Walton TPO may be required to take immediate action to respond to urgent requests that cannot be delayed until a meeting and quorum can be established;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

1. While operating under a declared county, state or federal State of Emergency, the Executive Director (Emerald Coast Regional Council), with the approval of the Okaloosa-Walton TPO chairman or vice-chair, in the absence of the chair is hereby authorized to:
a. Amend a program document to maintain consistency with state or federal programs, or amend program or project funding if the time constraint is such that action at the next scheduled meeting of the Okaloosa-Walton TPO would significantly delay progress on a project previously supported by the TPO; and

b. Approve revisions of the Unified Planning Work Program and amendments to the Transportation Improvement Program, provided that the process for seeking approval of these actions shall follow all applicable procedures when the county, state or federal State of Emergency is suspended; and

c. Submit information, reports, applications or documents on behalf of the Okaloosa-Walton TPO that is deemed essential by the Federal Highway Administration and/or the Florida Department of Transportation; and

d. Submit executed copies of this resolution to the Florida Department of Transportation; the Federal Transit Administration (through the Florida Department of Transportation); and the Federal Highway Administration (through the Florida Department of Transportation).

2. All resolutions or portions of resolutions in conflict with this Resolution O-W 20-13 are hereby repealed to the extent of such conflict.

3. This resolution shall become effective upon adoption.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________________
    Nathan Boyles, Chairman

ATTEST: _______________________
ENCLOSURE C
SUBJECT: Consideration of Resolution O-W 20-08 Approving Entering an Interlocal Agreement with the Emerald Coast Regional Council (ECRC), the Florida-Alabama TPO, the Bay County TPO, Washington County, and Holmes County Designating the ECRC Board as the Designated Regional Transportation Area to Serve the Regional Needs of Escambia, Santa Rosa, Okaloosa, Walton, Bay, Washington, and Holmes Counties,

ORIGIN OF SUBJECT: Emerald Coast Regional Council Staff

LOCAL GOVERNMENT ACTION NEEDED: Approval to Join Interlocal Agreement

BACKGROUND: The ECRC manages the three Metropolitan Planning Organizations across the Florida Panhandle, locally referred to as TPOs: the Florida-Alabama TPO, the Okaloosa-Walton TPO, and the Bay County TPO. In 2004 and 2005, the TPOs entered into interlocal agreements to create the Northwest Florida Regional Transportation Planning Organization (NWFRTPO), and the Bay Gulf Holmes Washington Partnership (BGHWP), to be managed by the ECRC staff. The purpose of these entities was to create a Regional Transportation Area as authorized and outlined in section 339, Florida Statute, in order to apply for and receive certain FDOT funding.

Over the course of time, the funding continues to be reduced and the overall number of applications continue to dwindle. Combined with a sheer lack of work products and funding, the NWFRTPO and BGHWP find it difficult to obtain a quorum on a regular basis, thus preventing progress.

To remedy the situation and streamline processes and administrative burdens on the ECRC, staff suggests that ECRC become the designated Regional Transportation Area. This proposed interlocal agreement would shift the title of Regional Transportation Area as outlined in section 339, Florida Statute from the NWFRTPO and BGHWP to the ECRC. This will ensure the ability to establish quorum, more efficient use of staff time, less administrative burdens, and a simplified/more expedited work process.

Attached are the following:
- Resolution O-W 20-08
- Proposed Interlocal Agreement

RECOMMENDED ACTION: Please contact Mr. Austin Mount, ECRC CEO, at 850-332-7976, Extension 201 or Austin.mount@ecrc.org if additional information is needed.
RESOLUTION O-W 20-08

WHEREAS; the Okaloosa-Walton Transportation Planning Organization and Florida-Alabama Transportation Planning Organization together created the Northwest Florida Regional Transportation Planning Organization (NWFLRTPO) by virtue of interlocal agreement for the purposes outlined in section 339, Florida Statute; and

WHEREAS; the Bay County Transportation Planning Organization in conjunction with Holmes, Washington, and Gulf Counties together created the Bay Gulf Holmes Washington Partnership (BGHWP) by virtue of interlocal agreement for the purposes outlined in section 339, Florida Statute; and

WHEREAS; the Emerald Coast Regional Council (ECRC) serves as staff to both the Northwest Florida Regional Transportation Planning Organization and the Bay Gulf Holmes Washington Partnership; and

WHEREAS; the board meetings of both the NWFLRTPO and the BGHWP typically meet only once per year; and

WHEREAS; it has become increasingly difficult to obtain a quorum for both the NWFLRTPO and BGHWP and conduct necessary businesses; and

WHEREAS; the ECRC fits the definitions and requirements as outlined and required by section 339, Florida Statute; and

WHEREAS; by identifying the ECRC as the Regional Transportation Planning Organization by virtue of an interlocal agreement the same services, products, and delivery can easily be provided with less administrative burden and by implementing a streamlined process; and

WHEREAS; the ECRC legal counsel has provided vital input and was consulted in the development of the interlocal agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

• the TPO approves entering into an interlocal agreement with the Emerald Coast Regional Council, the Florida-Alabama TPO, the Bay County TPO, Washington County, and Holmes County establishing the Emerald Coast Regional Council as the designed Regional
Transportation Planning Organization and the Regional Transportation Area as outlined in section 399, *Florida Statute* in order to continue to conduct the business of the region.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

**OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION**

**BY:** ______________________________
Nathan Boyles, Chairman

**ATTEST:** __________________________
INTERLOCAL AGREEMENT
AMONG
THE
FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION;
OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION;
BAY COUNTY TRANSPORTATION PLANNING ORGANIZATION; WASHINGTON
COUNTY, FLORIDA; HOLMES COUNTY, FLORIDA;
AND THE
EMERALD COAST REGIONAL COUNCIL f/k/a
WEST FLORIDA REGIONAL PLANNING COUNCIL

THIS INTERLOCAL AGREEMENT is made and entered into by and among the
Florida-Alabama Transportation Planning Organization, Okaloosa-Walton Transportation
Planning Organization, Bay County Transportation Planning Organization, all of which
are public agencies/metropolitan planning organizations created pursuant to Chapter
339.175 and 163.01, Florida Statutes (herein referred to as “TPO’s”); The Board of
County Commissioners of Washington County, Florida, The Board of County
Commissioners of Holmes County, Florida, and the Emerald Coast Regional Council f/k/a
West Florida Regional Planning Council, a public agency/regional planning council
created pursuant to Chapter 186 and 163.01 Florida Statutes, authorized to conduct
business in the State of Florida, FEI/EIN 59-0500582, with a principal address of 4801 E.
Olive Road, Suite A, Pensacola, Florida 32514 (hereinafter referred to as the “ECRC”).
Each of the foregoing entities is referred to separately as a “Party” and collectively as the
“Parties.”

WITNESSETH:

WHEREAS, section 163.01, Florida Statutes, permits governmental units to make
efficient use of their powers by enabling them to enter into Interlocal Agreements to
cooperate with other local governmental units on a basis of mutual advantage and thereby
to provide services and facilities in a manner and pursuant to forms of governmental
organization that will accord best with geographic, economic, population, and other
factors influencing the needs and development of local communities;

WHEREAS, pursuant to section 339.175, Florida Statutes, the Florida-Alabama
Transportation Planning Organization, the Okaloosa-Walton Transportation Planning
Organization and the Bay County Transportation Planning Organization, each
established as a “metropolitan planning organization” by the State of Florida and by the
Board of County Commissioners of each of the Counties which is a constituent of such
Transportation Planning Organization; and

WHEREAS, previous and foregoing to the existence of this Interlocal Agreement,
the ECRC provides staffing and management to the Florida-Alabama Transportation
Planning Organization, the Okaloosa-Walton Transportation Planning Organization and
the Bay County Transportation Planning Organization; and

Okaloosa-Walton TPO May 2020 Agenda
WHEREAS, Washington and Holmes Counties are considered rural counties not part of a MPO/TPO designated boundary, in relation to section 399.175, Florida Statutes;

WHEREAS, section 339.2819, Florida Statutes, creates within the Florida Department of Transportation a Transportation Regional Incentive Program (TRIP) that provides funds to improve regionally significant transportation facilities in Regional Transportation Areas created pursuant to Section 339.155, Florida Statutes; and

WHEREAS, section 339.155(4)(c), Florida Statutes, allows regional transportation plans to be developed in regional transportation areas in accordance with an interlocal agreement entered into pursuant to section 163.01, Florida Statutes, by two or more contiguous metropolitan planning organizations and/or two or more counties not members of a metropolitan planning organization; and

WHEREAS, this Interlocal Agreement is intended to be the agreement contemplated by section 339.155(4)(c), Florida Statutes, to designate the ECRC as the Regional Transportation Area, incorporating the boundaries there within of: Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington and Bay Counties, Florida.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties enter into this Interlocal Agreement.

1. In accordance with section 339.155(4), Florida Statute, the parties identify Emerald Coast Regional Council, formerly known as West Florida Regional Planning Council (“ECRC”) as a Regional Transportation Planning Organization, for the purposes outlined in section 339.155(4), Florida Statute.

2. The boundaries of the Regional Transportation Area are: Escambia, Santa Rosa, Okaloosa, Walton, Washington, Holmes, and Bay Counties, Florida, in their entirety.

3. The duration of this agreement shall be effective upon full execution of all Parties, and will continue until all Parties agree to terminate this Interlocal Agreement.

4. This Agreement may be terminated, modified or rescinded as follows:

   (a) A County or TPO may propose modifications to this agreement at any time with written notice to the ECRC chief executive officer or ECRC board of directors, and

   (b) Unanimous written agreement of the Parties that expressly terminates, modifies or rescinds this Agreement.
5. The process for the creation and updating the regional transportation plan will:

   (a) At a minimum, identify regionally significant transportation facilities located within a regional transportation area and contain a prioritized list of regionally significant projects. The projects shall be adopted into the capital improvements schedule of the local government comprehensive plan.

   (b) ECRC shall prepare and adopt application cycles, criteria for evaluation, and other necessary processes to develop the regional transportation plan.

6. Each of the Parties represents and warrants that the undersigned representatives of the TPO’s, the Counties, and of ECRC are authorized to sign this Agreement and thereby to obligate and bind that Party.

   **IN WITNESS WHEREOF**, the parties hereto have duly executed this Interlocal Agreement on the respective dates under each signature below.
ENCLOSURE D
SUBJECT: Consideration of Resolution O-W 20-05 Reaffirming the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement

ORIGIN OF SUBJECT: UPWP

LOCAL GOVERNMENT ACTION NEEDED: None.

BACKGROUND: The Okaloosa-Walton Transportation Planning Organization’s Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR) update was approved on April 15, 2010 and reaffirmed on April 16, 2015. There have been no significant changes to the parties of the agreement. The ICAR states “This Agreement shall have a term of (5) years and shall automatically renew at the end of said (5) years for another (5) year term and every (5) years thereafter. At the end of the (5) year term and at least every (5) years thereafter, the parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same.”

Attached are the following:
- Resolution O-W 20-05
- Letter to FDOT from TPO Staff
- Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-05. This action is recommended because there are no amendments needed to the current provisions of the agreement. Please contact Ms. Jill Lavender, TPO staff, at 850-332-7976, Ext. 212 or jill.lavender@ecrc.org if additional information is needed.
RESOLUTION O-W 20-05
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION REAFFIRMING THE INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COORDINATION JOINT PARTICIPATION AGREEMENT (ICAR)

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Okaloosa-Walton Metropolitan Planning Area; and

WHEREAS, the Federal Government, under the authority of 23 United States Code and any subsequent applicable amendments requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area; and

WHEREAS, pursuant to Section 339.175(10)(a)2., Florida Statutes, the Transportation Planning Organization shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Metropolitan Area; and

WHEREAS, the aforesaid agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Area;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO reaffirms the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ____________________________
Nathan Boyles, Chairman

ATTEST: ______________________
March 25, 2020

Bryant Paulk, AICP
Milton Operations Center
Florida Department of Transportation
6025 Old Bagdad Highway
Milton, FL 32583

RE: Okaloosa-Walton Transportation Planning Organization’s Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement

Dear Mr. Paulk,

The Okaloosa-Walton Transportation Planning Organization’s Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR) was updated ten years ago on April 15, 2010 and reaffirmed on April 16, 2015. There have been no significant changes to the parties of the Agreement. The TPO requests the Florida Department of Transportation review the attached adopted ICAR Agreement so the TPO can reaffirm the Agreement at the next regular TPO meeting.

Sincerely,

Mary Beth Washnock
Transportation Planning Manager

ENCLOSURE: ICAR Agreement

CC: Commissioner Nathan Boyles, TPO Chair
    Elliot Kampert, Growth Management Director, Okaloosa County
    Tracy Stage, Okaloosa County Airports Director
    Mell Smigielski, City of DeFuniak Springs City Manager
    Ryan Adams, DeFuniak Springs Municipal Airport Manager
    Phillip Gainer, FDOT District 3 Secretary
    Larry Jones, Walton County Administrator
    John Hofstad, Okaloosa County Administrator
THIS JOINT PARTICIPATION AGREEMENT is made and entered into this 15th day of April, 2010 by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION; the WEST FLORIDA REGIONAL PLANNING COUNCIL; OKALOOSA COUNTY as the owner and operator of the Northwest Florida Regional Airport, Destin Airport, and Bob Sikes Airport, and the owner and operator of the Okaloosa County Public Transit system, The City of DeFuniak Springs as the owner and operator of DeFuniak Springs Municipal Airport; and WALTON COUNTY.

RECITALS

WHEREAS, the Federal Government, under the authority of 23 United States Code (U.S.C.) and any subsequent applicable amendments require each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, 23 U.S.C. 134, and Section 339.175, Florida Statutes (FS), provide for the creation of metropolitan planning organizations to develop transportation plans and programs for metropolitan areas;

WHEREAS, 23 Code of Federal Regulations (CFR) 450.314 require that the State, the Metropolitan Planning Organization, and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out such transportation planning (including corridor and subarea studies pursuant to 23 CFR 450.212 and 450.318) and programming;

WHEREAS, pursuant to Section 20.23, Florida Statutes, the Department has been created by the State of Florida, and the Department has the powers and duties relating to transportation, all as outlined in Section 334.044, FS;

WHEREAS, pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.310, and Section 339.175(2), Florida Statutes, the Okaloosa-Walton Transportation Planning Organization (TPO) has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the Transportation Planning Organization;

WHEREAS, pursuant to an Interlocal agreement executed on March 18, 2004 and filed with the Clerk of the Circuit Court of Okaloosa and Walton Counties the Okaloosa-Walton Transportation Planning Organization acting as the Metropolitan Planning Organization was established;

WHEREAS, pursuant to the general powers of the Okaloosa County government, the Okaloosa County Airports Department was created and established as the airport agency responsible for the Northwest Florida Regional Airport, Destin Airport and Bob Sikes Airport with the purpose of providing regional air travel and general aviation services for Okaloosa County and surrounding counties;

WHEREAS, pursuant to the general powers of the City of DeFuniak Springs government, the DeFuniak Springs Municipal Airport was created and established as the airport agency responsible for the airport, with the purpose of providing general aviation services for Walton County and the surrounding area;

WHEREAS, pursuant to the general powers of Okaloosa County government, the Okaloosa County Public Transit system was created and established as the public transit agency with the purpose providing public transportation in Okaloosa County;
WHEREAS, pursuant to Section 339.175(10)(a)2., Florida Statutes, the TPO shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Metropolitan Area;

WHEREAS, the aforesaid agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Area;

WHEREAS, pursuant to Section 186.504, Florida Statutes, and Chapter 29A-1, Florida Administrative Code, The West Florida Regional Planning Council (WFRPC) was established and operates with a primary purpose of intergovernmental coordination and review;

WHEREAS, pursuant to Section 186.505(24), Florida Statutes, the West Florida Regional Planning Council is to review plans of metropolitan planning organizations to identify inconsistencies between those agencies’ plans and applicable local government comprehensive plans adopted pursuant to Chapter 163, Florida Statutes;

WHEREAS, the Regional Planning Council, pursuant to Section 186.507, Florida Statutes, is required to prepare a Strategic Regional Policy Plan, which will contain regional goals and policies that address regional transportation issues;

WHEREAS, based on the Regional Planning Council’s statutory mandate to identify inconsistencies between plans of metropolitan planning organizations and applicable local government comprehensive plans, and to prepare and adopt a Strategic Regional Policy Plan, the Regional Planning Council is appropriately situated to assist in the intergovernmental coordination of the intermodal transportation planning process;

WHEREAS, pursuant to Section 186.509, Florida Statutes, and Chapter 29 A-3, Florida Administrative Code, the Regional Planning Council has adopted a conflict and dispute resolution process;

WHEREAS, the purpose of the dispute resolution process is to reconcile differences in planning and growth management issues between local governments, regional agencies, and private interests;

WHEREAS, the parties hereto have determined that the voluntary dispute resolution process is useful in the process of resolving conflicts and disputes arising in the transportation planning process;

WHEREAS, pursuant to 23 CFR 450.314 and Section 339.175(10)(a)3., Florida Statutes the Transportation Planning Organization must execute and maintain an agreement with the operators of public transportation systems, including transit systems, commuter rail systems, airports, and seaports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, and seaport planning (including corridor and subarea studies pursuant to 23 CFR 450.212 and 450.318) and programming will be part of the comprehensively planned development of the Metropolitan Area;

WHEREAS, it is in the public interest that the MPO, operators of public transportation systems, including transit systems, commuter rail systems, port and aviation authorities, jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within this Metropolitan Area;

WHEREAS, the undersigned parties have determined that this Agreement satisfies the requirements of and is consistent with 23 CFR 450.314 and Section 339.175(10), Florida Statutes; and

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development.
NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE I

RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals be and the same hereby incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as amended from time to time.

Corridor or Subarea Study shall mean and refer to studies involving major investment decisions or as otherwise identified in 23 CFR 450.318.

Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, Florida Statutes.

FHWA means and refers to the Federal Highway Administration.

Long Range Transportation Plan is at a minimum a 20-year plan which: identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation enhancement activities; and, in ozone/carbon monoxide nonattainment areas, is coordinated with the State Implementation Plan, all as required by 23 U.S.C. 134(i), 23 CFR 450.322, Section 339.175(7), Florida Statutes.

Metropolitan Area means and refers to the planning area as determined by agreement between the Okaloosa-Walton Transportation Planning Organization and the Governor in the urbanized areas designated by the United States Bureau of the Census as described in 23 U.S.C. 134(b)(1) and Section 339.175, Florida Statutes, which shall be subject to the Metropolitan Planning Organization’s planning authority.

MPO means and refers to the metropolitan planning organization formed pursuant to Interlocal Agreement as amended or superseded from time to time.

Regional Planning Council means and refers to the West Florida Regional Planning Council created pursuant to Section 186.504, Florida S, and identified in Chapter 29A-1, Florida Administrative Code.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long-Range Transportation Plan and developed pursuant to title 23 U.S.C. 134(i), 49 U.S.C. 5304, 23 CFR 450.324 and Section 339.175(8), FS.

Unified Planning Work Program is a biennial program developed in cooperation with the Department and public transportation providers, that lists all planning tasks to be undertaken during a two year time frame, with a complete description thereof and an estimated budget, all as required by 23 CFR 450.308, and Section 339.175(9), Florida Statutes.
ARTICLE 2

PURPOSE:

Section 2.01. Coordination with public transit operators. As set forth in Article 3 of this Agreement, the purpose of this Agreement is to provide for cooperation with the Department, Okaloosa County Board of County Commissioners (Northwest Florida Regional Airport, Destin Airport and Bob Sikes Airport, and the Okaloosa County Public Transit System), and the City of Defuniak Springs (Defuniak Springs Municipal Airport) in the development and preparation of the Unified Planning Work Program, the Transportation Improvement Program, the Long-Range Transportation Plan, and any applicable Corridor or Subarea Studies.

Section 2.02. Intergovernmental coordination; Regional Planning Council. As set forth in Article 4 of this Agreement, the purpose of this Agreement is to provide a process through the Regional Planning Council for intergovernmental coordination and review and identification of inconsistencies between proposed Transportation Planning Organization transportation plans and local government comprehensive plans adopted pursuant to Chapter 163, Florida Statutes, and approved by the Florida Department of Community Affairs.

Section 2.03. Dispute resolution. As set forth in Article 5 of this Agreement, the purpose of this Agreement is to provide a process for conflict and dispute resolution through the Regional Planning Council.

ARTICLE 3

COORDERATIVE PROCEDURES FOR PLANNING AND PROGRAMMING
WITH OPERATORS OF PUBLIC TRANSPORTATION SYSTEMS

Section 3.01. Cooperation with operators of public transportation systems; coordination with local government approved comprehensive plans.

(a) The Transportation Planning Organization shall cooperate with the Okaloosa County Board of County Commissioners (Northwest Florida Regional Airport, Destin Airport and Bob Sikes Airport, and the Okaloosa County Public Transit System) and the City of Defuniak Springs (Defuniak Springs Municipal Airport) to optimize the planning and programming of an integrated and balanced intermodal transportation system for the Metropolitan Area.

(b) The Transportation Planning Organization shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with port and aviation master plans, and public transit development plans of the units of local governments whose boundaries are within the Metropolitan Area.

(c) As a means towards achievement of the goals in paragraphs (a) and (b) and in an effort to coordinate intermodal transportation planning and programming, the Transportation Planning Organization may include as part of its membership officials of agencies that administer or operate major modes or systems of transportation, including but not limited to transit operators, sponsors of major local airports, maritime ports, and rail operators. The representative of the major modes or systems of transportation may be accorded voting or non-voting advisor Statutes. In the Transportation Area if authorities or agencies have been or may be created by law to perform transportation functions and that are not under the jurisdiction of a general purpose local government represented on the Transportation Planning Organization, the Transportation Planning Organization shall request the Governor to designate said authority or agency as a voting member of the TPO in accordance with the requirements of Section 339.175, FS. If the new member would alter local government representation in the Transportation Planning Organization, the Transportation Planning Organization shall propose a revised apportionment plan to the Governor to ensure voting membership on the Transportation Planning to an elected official representing public transit authorities which have been, or may be, created by law.
(d) The Transportation Planning Organization shall ensure that representatives of ports, transit authorities, and airports within the Metropolitan Area are provided membership on the Transportation Planning Organizations Technical Advisory Committee.

Section 3.02. Preparation of transportation related plans.

(a) Although the adoption or approval of the Unified Planning Work Program, the Transportation Improvement Program, and the Long-Range Transportation Plan is the responsibility of the Okaloosa-Walton Transportation Planning Organization, development of such plans or programs shall be viewed as a cooperative effort involving the Department, Okaloosa County (Northwest Florida Regional Airport, Destin Airport and Bob Sikes Airport, and the Okaloosa County Public Transit System) and DeFuniak Springs (DeFuniak Springs Municipal Airport. In developing its plans and programs, the Okaloosa-Walton Transportation Planning Organization shall solicit the comments and recommendations of the parties to this Agreement in the preparation of such plans and programs.

(b) At the commencement of the process of preparing the Unified Planning Work Program, the Transportation Improvement Program, or the Long-Range Transportation Plan, or preparing other than a minor amendment thereto (as determined by the Transportation Planning Organization), the Transportation Planning Organization shall extend notice to the Department, Okaloosa County and DeFuniak Springs advising the scope of the work to be undertaken and inviting comment and participation in the development process. The TPO shall ensure that the chief operating officials of the Department, the Okaloosa County Airports Department, Okaloosa County Public Transit System and DeFuniak Springs Municipal Airport shall receive approximate 15 days, written formal notice of all public workshops and hearings relating to the development of such plans and programs. It is stipulated by the parties to this Agreement that the failure by the Okaloosa-Walton Transportation Planning Organization to properly extend written or other notice shall not invalidate, or be lodged as a claim to invalidate, the adoption of the aforementioned plans and programs.

(c) Local government comprehensive plans.

(1) In developing the Transportation Improvement Program, Long-Range Transportation Plan, or a Corridor or Subarea Studies, or preparing other than a minor amendment thereto (as determined by the TPO), the Okaloosa-Walton Transportation Planning Organization, Okaloosa County Airports Department, Okaloosa County Public Transit System and DeFuniak Springs Municipal Airport shall analyze for each local government in the Metro Area: (i) the comprehensive plan future land use elements; (ii) the goals, objectives, and policies of the comprehensive plans; and (iii) the zoning, of each local governments in the Metropolitan Area. Based upon the foregoing review and a consideration of other growth management factors, the TPO, Okaloosa County Airports Department, Okaloosa County Public Transit System and DeFuniak Springs Municipal Airport shall provide written recommendations to local governments in the Metropolitan Area in the development, amendment, and implementation of their comprehensive plans. A copy of the recommendations shall be sent to the Regional Planning Council.

(2) The Okaloosa-Walton Transportation Planning Organization agrees that, to the maximum extent feasible, the Long-Range Transportation Plan and the project and project phases within the Transportation Improvement Program shall be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local government in the Metropolitan Area. If the TPO's Transportation Improvement Program is inconsistent with a local government's comprehensive plan, the TPO shall so indicate, and the TPO shall present, as part of the Transportation Improvement Program, justification for including the project in the program.

(d) Multi-modal transportation agency plans.

(1) In developing the Transportation Improvement Program, Long-Range Transportation Plan, or a Corridor or Subarea Studies, or preparing other than a minor amendment thereto (as determined by
the Transportation Planning Organization, the Okaloosa-Walton Transportation Planning Organization shall analyze the affected master plans of the Okaloosa County Public Transit System and aviation master plans of the Okaloosa County Airports Department and DeFuniak Springs Municipal Airport. Based upon the foregoing review and a consideration of other transportation-related factors, the Okaloosa-Walton Transportation Planning Organization, shall from time to time and as appropriate, provide recommendations to the parties to this Agreement as well as local governments within the Metropolitan Area, for the development, amendment, and implementation of their master, development, or comprehensive plans.

(2) In developing or revising their respective master or development plans, the parties to this Agreement shall analyze the draft or approved Unified Planning Work Program, Transportation Improvement Program, Long-Range Transportation Plan, or Corridor and Subarea Studies, or amendments thereto. Based upon the foregoing review and a consideration of other transportation-related factors, the parties to this Agreement shall from time to time and as appropriate, provide written recommendations to the Transportation Planning Organization TPO with regard to development, amendment, and implementation of the plans, programs, and studies.

(3) The Okaloosa-Walton Transportation Planning Organization agrees that, to the maximum extent feasible, the Transportation Improvement Program shall be consistent with the affected master plans and development plans of the parties to this Agreement.

(e) By letter of agreement to be executed by the Okaloosa-Walton Transportation Planning Organization and the affected Transit Systems, Airports, and public transit providers represented by Transportation Planning Organization members, the Okaloosa-Walton Transportation Planning Organization and the affected agency or authority shall mutually develop a process for planning coordination, forwarding recommendations, and project programming consistency to be referred to as the “letter agreement”. The parties to this Agreement agree that the Okaloosa-Walton Transportation Planning Organization need only include in the Transportation Improvement Program those state-funded airport and seaport projects that directly relate to surface transportation activities. The process agreed to in the letter of agreement shall provide flexible deadlines for inter-agency comment on affected plans referenced in this section. Upon approval, the letter of agreement shall be appended to this Agreement and shall be an exhibit hereto. The signatories to the letter of agreement may revise or terminate the Agreement upon 30 days written notice to all other parties to this Agreement but without approval of other parties hereto.

ARTICLE 4
INTERGOVERNMENTAL COORDINATION AND REVIEW

Section 4.01. Coordination with Regional Planning Council. The West Florida Regional Planning Council shall perform the following tasks:

(a) Within 30 days of receipt, review the draft of the proposed Transportation Improvement Program, Long-Range Transportation Plan, Corridor and Subarea Studies, or amendments thereto, as requested by the Metropolitan Planning Organization, to identify inconsistencies between the foregoing plans and programs and applicable local government comprehensive plans adopted pursuant to Chapter 163 et seq., Florida Statutes, for counties and cities within the Metropolitan Area and the adopted Strategic Regional Policy Plan.

(1) The parties hereto recognize that, pursuant to Florida law, the Long-Range Transportation Plan and the Transportation Improvement Program of the Okaloosa-Walton Transportation Planning Organization must be considered by cities and counties within the Metropolitan Area in the preparation, amendment, and update/revision of their comprehensive plans. Further, the Long-Range Transportation Plan and the projects and project phases within the Transportation Improvement Program are to be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local governments in the Metropolitan Area to the maximum extent feasible. Therefore, promptly upon
completion of its review of the draft proposal, the West Florida Regional Planning Council shall advise the Transportation Planning Organization and each affected county or city of its findings;

(2) If, after completing its review of the draft proposal, the West Florida Regional Planning Council deems that the plans and programs submitted are not acceptable, the Regional Planning Council shall promptly advise the Okaloosa-Walton Transportation Planning Organization in writing of its concerns and identify those portions of the submittals which need to be reevaluated and potentially modified; and

(3) Upon final adoption of the proposed Transportation Improvement Program, Long-Range Transportation Plan, Corridor and Subarea Studies, or amendments thereto, the Okaloosa-Walton Transportation Planning Organization may request that the West Florida Regional Planning Council consider adoption of regional transportation goals, objectives, and policies in the Strategic Regional Policy Plan implementing the adopted Transportation Improvement Program, Long-Range Transportation Plan, Corridor and Subarea Studies, or amendments thereto. If the proposed plan, program, or study, or amendments thereto, was the subject of previous adverse comment by the West Florida Regional Planning Council, the Transportation Planning Organization will identify the change in the final adopted plan intended to resolve the adverse comment, or alternatively, the Transportation Planning Organization shall identify the reason for not amending the plan as suggested by the West Florida Regional Planning Council.

(b) Provide the availability of the conflict and dispute resolution process as set forth in Article 5 below.

ARTICLE 5
CONFLICT AND DISPUTE RESOLUTION PROCESS

Section 5.01. Disputes and conflicts under this Agreement. This process shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. Except as otherwise provided in this Article 5, only representatives of the agencies with conflicts or disputes shall engage in conflict resolution.

Section 5.02. Initial resolution. The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials:

for the Florida Department of Transportation: by the District Director for Planning and Programs
for the Okaloosa-Walton Transportation Planning Organization: The current TPO Chair
for the West Florida Regional Planning Council: The current Transportation Director
for the Okaloosa Transit System: The current Director of Okaloosa County Transit
for the Okaloosa County Airports Department: The current Airport Manager
for the DeFuniak Springs Municipal Airport: The current Airport Manager
for The Walton County Board of Commissioners: The current Board of Commissioners

Section 5.03. Resolution by senior agency official. If the conflict remains unresolved, the conflict shall be resolved by the following officials:

for the Florida Department of Transportation: by the District Secretary
for the Okaloosa-Walton County Transportation Planning Organization: The current TPO Chairman
for the West Florida Regional Planning Council: The current Executive Director
for the Okaloosa County Transit: Okaloosa County Commissioners
for the Okaloosa County Airports Department: Okaloosa County Commissioners
for the DeFuniak Springs Municipal Airport: The DeFuniak Springs City Council
for the Walton County Board of Commissioners: The Walton County Board of Commissioners

Section 5.04. Alternative Regional Planning Council dispute resolution. If a resolution is not possible, the parties may undertake dispute resolution pursuant to the Regional Planning Council procedure set forth in Chapter 29, A-3, Florida Administrative Code. All parties to the dispute must agree to undertake this procedure before it may be invoked.

Section 5.05. Resolution by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 5.02, 5.03, and 5.04 of this Agreement, the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

ARTICLE 6
MISCELLANEOUS PROVISION

Section 6.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 6.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

Section 6.03. Duration; withdrawal procedure.

(a) Duration. This Agreement shall have a term of 5 years and shall automatically renew at the end of said 5 years for another 5 term and every 5 years thereafter. At the end of the 5 year term and at least every 5 years thereafter, the parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

(b) Withdrawal procedure. Any party may withdraw from this Agreement after presenting in written form a notice of intent to withdrawal to the other parties to this Agreement and the TPO, at least (90) days prior to the intended date of withdrawal; provided, that financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

Section 6.04. Notices. All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice is required to be given and shall be addressed as follows:
TPO:
Okaloosa-Walton Transportation Planning Organization
Post Office Box 9759
Pensacola, FL 32513-9759
ATTN: TPO Chairman

REGIONAL PLANNING COUNCIL:

West Florida Regional Planning Council
Post Office Box 9759
Pensacola, FL 32513-9759
ATTN: Executive Director

OKALOOSA COUNTY TRANSIT DEPARTMENT:

Okaloosa County
ATTN: Okaloosa County Department of Growth Management Director
1804 Lewis Turner Boulevard
Fort Walton Beach, FL 32547

OKALOOSA COUNTY AIRPORTS:

Okaloosa County Airports Director
Highway 85
Eglin AFB, FL 32542

DEFUNIAK SPRINGS MUNICIPAL AIRPORT:

City of Defuniak Springs
ATTN: Defuniak Springs Municipal Airport Manager
Post Office Box 685
Defuniak Springs, FL 32435-0605

FLORIDA DEPARTMENT OF TRANSPORTATION

District Secretary
Florida Department of Transportation
Post Office Box 607
Chipley, FL 32428-0607

WALTON COUNTY COMMISSIONERS

Board of County Commissioners
76 North 6th Street
Defuniak Springs, FL 32433
A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 6.05. Interpretation.

(a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

(1) The singular of any word or term includes the plural;
(2) The masculine gender includes the feminine gender; and
(3) The word "shall" is mandatory, and "may" is permissive.

Section 6.06. Attorney’s Fees. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own attorney’s fees in connection with such proceeding.

Section 6.07. Agreement execution; use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 6.08. Effective date. This Agreement shall become effective upon its execution by all parties hereto, and copies are filed with the Clerks of the Courts in Okaloosa and Walton Counties.

Section 6.09. Other authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of the Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters for required.

Section 6.10. Parties not obligated to third parties. No party hereto shall be obligated or liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.
Section 6.11. Rights and remedies not waived. In no event shall the making by the Department of any payment to the West Florida Regional Planning Council constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Transportation Planning Organization, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed, and Delivered in the presence of:

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida created pursuant to Section 20.23, Florida Statutes, by and through its duly authorized District Secretary

ATTEST:

DATE: EXECUTED 8/17/10

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION, an agency of the State of Florida created and operating pursuant to Section 339.175, Florida Statutes

ATTEST:  

BY: James T. Barfield, District Secretary

DATE: EXECUTED 15 APRIL 2010

WEST FLORIDA REGIONAL PLANNING COUNCIL, a council of the State of Florida created and operating pursuant to Section 186.504, Florida Statutes

ATTEST:  

BY: Cindy Martinez, Chairman

DATE: EXECUTED 21 JUNE 2010
OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida, on behalf of Okaloosa County Airports Department and Okaloosa County Public Transit System

ATTEST:__________________________ BY:__________________________

Chairman

DATE: EXECUTED ____________

WALTON COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida,

ATTEST:__________________________ BY:__________________________

Chairman

DATE: EXECUTED ____________

CITY OF DEFUNIAK SPINGS, a Florida Municipal Corporation, on behalf of the DeFuniak Springs Municipal Airport

ATTEST:__________________________ BY:__________________________

Mayor

DATE: EXECUTED ____________
RESOLUTION OW 10-12

A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE EXECUTION OF THE INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COORDINATION JOINT PARTICIPATION AGREEMENT (ICAR)

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the Governor of Florida as being responsible with the State of Florida, for carrying out the continuing, cooperative and comprehensive transportation planning process for the TPO Planning Area; and

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) has certain duties and responsibilities as outlined and described in the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR); and

WHEREAS, 23 Code of Federal Regulations (CFR) 450.314 require that the State, Transportation Planning Organization, and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out transportation planning and intergovernmental coordination;

WHEREAS, the TPO has the authority to enter into an agreement and to undertake the duties there described;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO authorizes the Chairman or his designee to execute the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement (ICAR).

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 15th day of April 2010.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: Sara Comander, Chairman

ATTEST: Okaloosa-Walton TPO May 2020 Agenda
ENCLOSURE E
SUBJECT: Consideration of Resolution O-W 20-12 Amending the FY 2019-FY 2020 Unified Planning Work Program (UPWP) to De-obligate funds in the Amounts of $20,841 (PL Funds), and $337,660 (SA Funds).

ORIGIN OF SUBJECT: FDOT/ECRC

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a required product of the TPO. The Work Program describes the planning work tasks and budget for the TPO fiscal year (July through June). It is adopted annually. The 2021 UPWP was submitted for review in February. Comments were due March 15.

If a TPO has projected unexpended funds that can be programmed in the following two year UPWP, the TPO must take action to inform the District so that the funds are available for the new UPWP budget beginning July 1. If these funds are not identified for deobligation, the funds will not be available until the following fiscal year (July 2021.)

The Okaloosa-Walton TPO has identified the following funds for deobligation:
- PL (Planning) $20,841
- SA (State/LRTP) $337,660
- Total Deobligation $358,501

The TPO has provided this information to FDOT for consideration.

Attached is the following:
- Resolution O-W 20-12

RECOMMENDATION: Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-12 amending the FY2019- FY2020 Unified Planning Work Program (UPWP) to De-obligate funds. This action is recommended in order to continue with the planning products that may continue between fiscal years and to receive funding in the next fiscal year. Please contact Ms. Mary Beth Washnock, Transportation Planning Manager, at marybethwashnock@wfrpc.org or (850) 332-7976, x229 if additional information is needed.
WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the state of Florida, for carrying out the continuing, cooperative and comprehensive transportation decision making process for the Okaloosa-Walton TPO Area; and

WHEREAS, the Federal Government, under the authority of 23 United States Code and any subsequent applicable amendments requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated metropolitan areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area; which includes the Unified Planning Work Program that contains a work plan and budget;

WHEREAS, if a TPO has projected unexpended funds that can be programmed in the following two year UPWP, the TPO must take action to inform the District so that the funds are available for the new UPWP budget beginning July 1. If these funds are not identified for deobligation, the funds will not be available until the following fiscal year (July 2021.)

WHEREAS, The Florida-Alabama TPO has identified the following funds for deobligation:

- PL (Planning) $20,841
- SA (State) $337,660
- Total Deobligation $358,501

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO affirms that a deobligation of the above referenced funds has been submitted to FDOT to consider in the development of the Five Year Work Program.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Nathan Boyles, Chairman

ATTEST: ________________________
ENCLOSURE F
SUBJECT: Consideration of Resolution O-W 20-11 Adopting the Okaloosa-Walton Transportation Planning Organization (TPO) Public Participation Plan (PPP) Major Update


LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The PPP provides guidelines for achieving quality public involvement when developing major planning documents and programs. Effective public participation begins early in the planning process and continues throughout, helping to avoid, minimize, and mitigate negative project impacts while providing the best solutions. The primary goals of the PPP are to:

- **Inform the Public**
  
  Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process

- **Involve the Public**
  
  Involve the public early and often in the transportation planning process

- **Include the Public**
  
  Reach out to the geographical, organizational and demographic communities that compose the TPO planning area to increase the opportunity to participate in developing transportation plans and services

- **Improve the Public Participation Process**
  
  Continually identify and implement ways to improve the public participation processes

The TPO adopted the current PPP in September 2018 with the understanding that changes, edits, and revisions would be made after an appropriate timeframe. The PPP has had major updates due to feedback from the 2018 TPO federal certification review. The 45-day review period opened on February 20, 2019 and closed on April 10, 2020.


Comments received on the draft PPP are available in Appendix II of the Public Participation Plan.

Attached is the following:

- Resolution O-W 20-11

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign Resolution O-W 20-11 adopting the Public Participation Process Plan with any changes that may have been presented. Please contact Ms. Brittany Ellers, Public Involvement Coordinator, at
(850) 332-7976, Extension 220 or brittany.ellers@wfrpc.org if additional information is needed.
RESOLUTION O-W 20-11

A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE PUBLIC PARTICIPATION PROCESS MAJOR UPDATE

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible, together with the State of Florida, for carrying out the provisions 23 U.S.C. 134, as amended by the FAST Act; and

WHEREAS, 23 Code of Federal Regulations (CFR), Part 450, Subpart C, Section 316 (b)(1) states the metropolitan planning process shall, “include a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans;” and

WHEREAS, in general, federal legislation built upon previous transportation legislation (ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public participation activities; and

WHEREAS, federal legislation requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

1) The TPO has reviewed its public participation procedures, hereafter referred to as Public Participation Plan, to assure that full and open access to the TPO decision-making process is provided for all citizens, and finds the document to be in compliance with the Code of Federal Regulation (CFR 450.316) and the Florida Metropolitan Planning Organization (MPO) Handbook.

2) The TPO adopts the Public Participation Plan.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Nathan Boyles, Chair

ATTEST: ______________________
ENCLOSURE G
SUBJECT: Consideration of Resolution O-W 20-06 Approving the Scope of Services for the Okaloosa-Walton TPO 2045 Long Range Transportation Plan Update


LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: A Long-Range Transportation Plan (LRTP) is a basic requirement of the TPO's continuing, cooperative, and comprehensive transportation planning process. Federal regulations require an LRTP to be updated at least every five years in air quality attainment areas. The 2040 LRTP was adopted on February 16, 2017; therefore, the 2045 LRTP needs to be adopted by February 2022. The purpose of the 2045 LRTP is to confirm the plan’s validity and its consistency with current and forecasted transportation and land use conditions and trends. A 20-year planning horizon at plan adoption is a requirement of the LRTP. There are three important elements in an LRTP: Goals and Objectives, Needs Plan, and Cost Feasible Plan.

As identified in the FY 2018/19 – FY 2019/20 Unified Planning Work Program (UPWP) and the draft FY 2020/21 – FY 2021/21 UPWP, consultant services are part of the 2045 LRTP development. Tasks for FDOT, the consultant, and staff are listed in the draft Okaloosa-Walton TPO 2045 Long Range Plan Scope of Services. This draft has been sent to the Florida Department of Transportation, Florida Division of the Federal Highway Administration, Federal Transit Administration, and environmental and tribal agencies for review and comment. All comments received have been addressed.

Attached is the following:

- Resolution O-W 20-06
- Draft 2045 LRTP Scope of Services

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-06 approving the scope of services for the Okaloosa-Walton TPO 2045 LRTP Update. This action is recommended to begin the Long-Range Plan update as soon as possible in order meet the February 2022 adoption date. Please contact Ms. Jill Lavender, ECRC staff, at (800) 226-8914, Ext. 212 or jill.lavender@ecrc.org if additional information is needed.
RESOLUTION O-W 20-06
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE 2045 LONG RANGE TRANSPORTATION PLAN SCOPE OF SERVICES

WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the metropolitan planning organization designated by the governor of Florida as being responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process for the Okaloosa-Walton Metropolitan Planning Area; and

WHEREAS, the Long Range Transportation Plan is updated every 4 years in air quality non-attainment areas and 5 years in air quality attainment areas; and

WHEREAS, the Okaloosa-Walton TPO’s 2045 Long Range Transportation Plan Scope of Services was reviewed by the Florida Department of Transportation, the Florida Division of the Federal Highway Administration, and the Federal Transit Administration; and

WHEREAS, the Okaloosa-Walton TPO’s 2040 Long Range Transportation Plan was adopted on February 16, 2017; and

WHEREAS, the Okaloosa-Walton 2045 Long Range Transportation Plan must be adopted by February 2022; and

WHEREAS, the Okaloosa-Walton TPO believes that the document listed below will support the performance targets established by the state and supported by the TPO;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The TPO approves the Okaloosa-Walton 2045 Long Range Transportation Plan Scope of Services.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ________________________________
Nathan Boyles, Chairman

ATTEST: _____________________________
SCOPE OF SERVICES
OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION (TPO)
2045 LONG RANGE TRANSPORTATION PLAN (LRTP) UPDATE

I. Background

II. Work Tasks
   TASK 1: PUBLIC PARTICIPATION
   TASK 2: CONGESTION MANAGEMENT PROCESS PLAN UPDATE
   TASK 3: AREA PROFILE & EXISTING CONDITIONS OVERVIEW
   TASK 4: GOALS, OBJECTIVES, EVALUATION CRITERIA, & PERFORMANCE MEASURES
   TASK 5: ESTIMATING FINANCIAL RESOURCES
   TASK 6: NEEDS PLAN
   TASK 7: COST FEASIBLE PLAN
   TASK 8: SUMMARY AND FINAL REPORTS

III. Reporting

IV. Project Schedule and Management

V. Meetings

VI. Major Responsibilities of the Department

VII. Major Responsibilities of the TPO Staff

VIII. Major Responsibilities of the Consultant

IX. Major Responsibilities of Local Agencies

X. Documentation
I. BACKGROUND

The Florida Department of Transportation (FDOT), Okaloosa-Walton Transportation Planning Organization (TPO) and General Planning Consultant (CONSULTANT) mutually agree to furnish the respective services, information and items, as described herein for the Okaloosa-Walton 2045 Long Range Transportation Plan (LRTP) Update.

FEDERAL AND STATE REQUIREMENTS

Federal and state statutes outline the general requirements for long range transportation plan updates. These outlines are broadly defined at the federal and state level by the following:

1. Federal Act - Fixing America’s Surface Transportation Act (FAST Act);
2. 23 Code of Federal Regulations 450.216 and 450.324;
3. Section 339.175, Florida Statutes;
4. FDOT Metropolitan Planning Organization Program Management Handbook (Revised: April 3, 2019); and
5. Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs (January 2018).

Scope of the Planning Process

Federal regulations require MPOs to develop LRTPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive; and provide for consideration and implementation of projects, strategies, and services that will address the following 10 factors: [23 C.F.R. 450.306(a) and (b)]:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight;
7. Promote efficient system management and operations;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system, and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.
In addition to these planning factors, Federal law and regulation requires the LRTP shall include:

- The current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the transportation plan. [23 C.F.R. 450.324(f)(1)];

- Existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, non-motorized transportation facilities (e.g., pedestrian walkways, bicycle facilities, and intermodal connectors), which should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions over the period of the transportation plan. In addition, the locally preferred alternative selected from an Alternative Analysis under the Federal Transit Administration’s (FTA) Capital Investment Grant Program needs to be adopted as a part of the plan. [23 C.F.R. 450.324(f)(2)];

- A description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with the required performance management approach. [23 C.F.R. 450.324(f)(3)];

- A system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the required performance targets, including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and, for MPOs that voluntarily elect to develop multiple scenarios, an analysis of how the preferred scenario has improved the conditions and performance of the transportation system, and how changes in local policies and investments have impacted the costs necessary to achieve the identified performance targets. [23 C.F.R. 450.324(f)(4)];

- Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods. [23 C.F.R. 450.324(f)(5)];

- Consideration of the results of the CMP in Transportation Management Areas (TMA), including the identification of single-occupancy vehicle (SOV) projects that result from a CMP in TMAs that are nonattainment for ozone or carbon monoxide. [23 C.F.R. 450.324(f)(6)];

- Assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters. The metropolitan transportation plan may consider projects and strategies that address areas or corridors where current or projected congestion threatens the efficient functioning of key elements of the metropolitan area’s transportation system. [23 C.F.R. 450.324(f)(7)];

- Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including
transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a), as appropriate. [23 C.F.R. 450.324(f)(8)];

- Descriptions of proposed improvements in sufficient detail to develop cost estimates (e.g., design concept and design scope descriptions). [23 C.F.R. 450.324(f)(9)];

- A discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the metropolitan transportation plan. The discussion may focus on policies, programs, or strategies, rather than at the project level. The MPO shall develop the discussion in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies. The MPO may establish reasonable timeframes for performing this consultation. [23 C.F.R. 450.324(f)(10)];

- A financial plan that demonstrates how the adopted transportation plan can be implemented. Revenue and cost estimates must use an inflation rate(s) to reflect “year of expenditure dollars,” based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s). For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available. [23 C.F.R. 450.324(f)(11)];

- Pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C. 217(g). [23 C.F.R. 450.324(f)(12)];

- Both long and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. [23 C.F.R. 450.324(b)];

- The MPO, the State(s), and the public transportation operator(s) shall validate data used in preparing other existing modal plans for providing input to the transportation plan. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The MPO shall approve transportation plan contents and supporting analyses produced by a transportation plan update. [23 C.F.R. 450.324(e)];

- Integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the Highway Safety Improvement Program (HSIP), including the Strategic Highway Safety Plan (SHSP) required under 23 U.S.C. 148, the Public Transportation Agency Safety Plan required under 49 U.S.C. 5329(d), or an Interim Agency Safety Plan in accordance with 49 C.F.R. Part 659, as in effect until completion of the Public Transportation Agency Safety Plan; and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of motorized and non-motorized users. [23 C.F.R. 450.324(i)]; [23 C.F.R. 450.306(d)(4)(ii)]; [23 C.F.R. 450.324(h)]; and

- Identify opportunities to increase the safety of the transportation system [23 C.F.R. 450.306(b)(2)].
Federal law and regulation require the CMP shall include:

- A process that provides for safe and effective integrated management and operation of the multimodal transportation system [23 C.F.R 450.322(a)];
- Incorporate multimodal system performance measures reflected in the TIP [23 C.F.R 450.322(b)];
- Incorporate strategies that manage demand, reduce single occupant vehicle travel, improve transportation system management and operations, and improve efficient service integration [23 C.F.R 450.322(c)];
- Coordination with the transportation system management and operations activities [23 C.F.R 450.322(d)];
- Methods to monitor and evaluate the performance of the multimodal transportation system [23 C.F.R 450.322(d) (1)];
- Definition of congestion management objectives and performance measures [23 C.F.R 450.322(d) (2)];
- A coordinated program for data collection and system performance monitoring [23 C.F.R 450.322(d) (3)];
- Identification and evaluation of performance and expected benefits of congestion management strategies [23 C.F.R 450.322(d) (4)];
- Identification of an implementation schedule, responsibilities [23 C.F.R 450.322(d) (5)]; and
- A process for periodic assessment of the effectiveness of implemented strategies [23 C.F.R 450.322(d) (6)].

Florida Statues Section 339.175(6)(b) requires the LRTP provide consideration of projects and strategies that will:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
Emphasize the preservation of the existing transportation system.

In addition to these considerations, Florida Statutes require MPOs to develop, in cooperation with the State and public transit operators, transportation plans and programs for each metropolitan area that provide for the development and integrated management and operation of transportation systems and facilities, including pedestrian walkways and bicycle transportation facilities, which will function as an intermodal transportation system for the metropolitan area, based upon the prevailing principles provided in s.334.046, F.S. and s.339.175(1), F.S.

The process for developing such plans and programs shall provide for consideration of modes of transportation; and shall be continuing, cooperative, and comprehensive, to the degree appropriate, based on the complexity of the transportation problems to be addressed. [s.339.175(1), F.S.]

To facilitate the process is integrated with the statewide planning process, MPOs shall develop plans and programs that identify transportation facilities that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national, state, and regional transportation functions. These include the facilities on the Strategic Intermodal System (SIS) designated under s.339.63, F.S. and facilities for which projects have been identified pursuant to s.339.2819(4), F.S. [s.339.175(1), F.S.]

The LRTP must address at least a 20-year planning horizon, must include both long-range and short-range strategies, and must comply with other State and Federal requirements. The LRTP also must consider these prevailing principles: preserving the existing transportation infrastructure, enhancing Florida’s economic competitiveness, and improving travel choices to facilitate mobility. [s.339.175(7), F.S.]

The LRTP must be consistent, to the maximum extent feasible, with future land use elements and the goals, objectives, and policies of the approved local government comprehensive plans of the units of local government located within the jurisdiction of the MPO. [s.339.175(7), F.S.]

Each MPO is encouraged to consider strategies that integrate transportation and land use planning to provide for sustainable development and reduce GHG emissions. [s.339.175(7), F.S.]

The approved LRTP must be considered by local governments in the development of the transportation elements in local government comprehensive plans and amendments thereto. [s.339.175(7), F.S.] The LRTP must:

- Identify transportation facilities, including, but not limited to, major roadways, airports, seaports, spaceports, commuter rail systems, transit systems, and intermodal or multimodal terminals that will function as an integrated metropolitan transportation system. [s.339.175(7)(a), F.S.];

- Give emphasis to those transportation facilities that serve national, statewide, or regional functions; and must consider the goals and objectives identified in the Florida Transportation Plan. If a project is located within the boundaries of more than one MPO, the MPOs must coordinate plans regarding the project in their LRTPs. [s.339.175(7)(a), F.S.];

- Include a financial plan that demonstrates how the plan can be implemented, indicating resources from public and private sources that are reasonably expected to be available to
carry out the plan, and recommends additional financing strategies for needed projects and programs. The financial plan may include, for illustrative purposes, additional projects that would be included in the adopted LRTP if reasonable additional resources beyond those identified in the financial plan were available. [s.339.175(7)(b), F.S.]

- Assess capital investment and other measures necessary to confirm the preservation of the existing metropolitan transportation system, including requirements for the operation, resurfacing, restoration, and rehabilitation of major roadways and requirements for the operation, maintenance, modernization, and rehabilitation of public transportation facilities. [s.339.175(7)(c)(1), F.S.]

- Assess capital investment and other measures necessary to make the most efficient use of existing transportation facilities to relieve vehicular congestion, improve safety, and maximize the mobility of people and goods. Such efforts must include, but are not limited to, consideration of infrastructure and technological improvements necessary to accommodate advances in vehicle technology, such as autonomous technology and other developments. [s.339.175(7)(c)(2), F.S.]

- Indicate, as appropriate, proposed transportation enhancement activities, including, but not limited to, pedestrian and bicycle facilities, scenic easements, landscaping, historic preservation, mitigation of water pollution due to highway runoff, and control of outdoor advertising. [s.339.175(7)(d), F.S.]

- Be approved by each MPO on a recorded roll-call vote or hand-counted vote of the majority of the MPO membership present. [s.339.175(13), F.S.]; and

- Incorporate the Federal Strategies for Implementing Requirements for LRTP Updates for the Florida MPOs (January 2018):
  - Stakeholder Coordination – Confirm outreach strategies are clear, transparent, and disclose opportunities for involvement. Include appropriate Tribal governments, Federal land management agencies, state and local land use management and environmental agencies including historic preservation. Review the effectiveness of the public involvement.
  - Fiscal Constraint – Identify the primary project phases and document source of funding for first 10 years. Include at least a 20-year horizon.
  - Technical Topics – Address safety of users consistent with the Strategic Highway Safety Plan, and the performance measures and targets of the Highway Safety Improvement Plan. Consult with appropriate agencies and officials for freight movement consistent with the State Freight Plan. Discuss potential environmental mitigation opportunities. Identify opportunities for ADA compliance.
  - Administrative Topics – Provide the final plan within 90 days after adoption. Confirm the STIP and TIP are consistent with the LRTP.
  - New Requirements – Address planning factors specifically resiliency and reliability, and enhancing travel and tourism. Incorporate a performance-based approach as required, including a system performance report. Address both long-range and
short-range strategies and actions that provide for an integrated multimodal transportation system. Incorporate transit asset management performance targets.

- Emerging Issues – Address a forward-looking strategy for Mobility on Demand encompassing automated vehicles, automated driving systems, and connected vehicles as appropriate.

- Proactive Improvements – Include consultation with agencies responsible for tourism and natural disaster risk reduction. Summarize the public involvement outreach. Confirm effective outreach to environmental justice communities. Incorporate FDOT Revenue Forecast in an appendix. Identify strategies that contribute to comprehensive livability and multimodal connectivity. Identify contextual solutions for appropriate transportation corridors. Scenario planning will not be incorporated.
Schedule

The anticipated scheduled for the 2045 LRTP Update is approximately 21 months, assuming a July 2020 notice to proceed. Based on FHWA guidelines, the Cost Feasible Plan element of the 2045 LRTP must be adopted by the TPO Board no later than **February 17, 2022**. Below is a general schedule for the completion of the 2045 LRTP Update. It should be noted that the schedule is subject to change based on TPO Board action, public meeting schedules, meeting room availability and unforeseen issues that cause delay.

**2045 Okaloosa-Walton TPO LRTP Update – Proposed Schedule**

<table>
<thead>
<tr>
<th>Activity</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>Approved Scope of Services</td>
<td>April/May</td>
<td></td>
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<tr>
<td>Consultant Notice to Proceed</td>
<td>July</td>
<td></td>
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<tr>
<td>Area Profile &amp; Existing Conditions Overview</td>
<td>July - August</td>
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<tr>
<td>Financial Resources Overview</td>
<td>July - August</td>
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<tr>
<td>CMP Plan Update</td>
<td>July - December</td>
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<tr>
<td>Steering Committee Meeting #1</td>
<td>August</td>
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<td>Public Workshop #1</td>
<td>September</td>
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<tr>
<td>Steering Committee Meeting #2</td>
<td>October</td>
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<tr>
<td>Development of Goals, Objectives, Evaluation Criteria, &amp; Performance Measures</td>
<td>October - December</td>
<td>December - January</td>
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<tr>
<td>Steering Committee Meeting #3</td>
<td>December</td>
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<tr>
<td>Public Workshop #2</td>
<td>January</td>
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<tr>
<td>Needs Plan Development</td>
<td>February - June</td>
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<td>Steering Committee Meeting #4</td>
<td>February/March</td>
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<tr>
<td>Public Workshop #3</td>
<td>April</td>
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<tr>
<td>Cost Feasible Plan Development</td>
<td>June - August</td>
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<td>Steering Committee Meeting #5</td>
<td>May</td>
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<td>Steering Committee Meeting #6</td>
<td>July/August</td>
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<td>Public Workshop #4</td>
<td>September</td>
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<td>Event/Phase</td>
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<tr>
<td>Final Report Development</td>
<td>September - November</td>
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<tr>
<td>LRTP Adoption Process</td>
<td>BEGIN: November 2021 DUE: February 2022</td>
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<tr>
<td>Steering Committee Meeting #7</td>
<td>November 2021</td>
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<tr>
<td>TPO/TAC/CAC Adoption</td>
<td>December 2021 Meetings</td>
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<tr>
<td>Submitted to FHWA</td>
<td>February 2022</td>
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*Document finalization is intended for formatting and/or technical edits to the adopted document. No significant changes will be made after December 2021 TPO Adoption.*
Work Task Overview

In order to address the federal and state requirements for the 2045 Okaloosa-Walton TPO LRTP, the following tasks will be completed.

Task 1: Public Participation - The public participation aspect of this update will feature a broad range of targeted techniques to gather input from a diverse population within the project area. Public involvement efforts will conform to federal and state guidelines and provide ample opportunity for the public to review and provide input as well as comment on the development of the project specific public participation plan. This task includes facilitation of the LRTP Steering Committee.

Task 2: CMP Plan (CMPP) Update - The CMP Plan (CMPP) is a state and federally mandated document designed to support the transportation planning process. By collecting and mapping safety information annually, this update to the CMPP will formulate safety recommendations for inclusion in the planning process.

Task 3: Area Profile & Existing Conditions Overview – To establish a baseline of the planning area, this task will develop an overview of the area’s population, demographics, major economic drivers, and a snapshot of the area’s existing multi-modal transportation system conditions.

Task 4: Goals, Objectives, Evaluation Criteria, & Performance Measures - The goals, objectives, and policies developed at the outset of the LRTP Update will guide the study and will play a critical role in project ranking and systems evaluation. To confirm that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures developed during this task. Performance measures and targets will be used in accordance with the required performance management approach.

Task 5: Estimating Financial Resources - This task will produce information regarding existing and projected funding sources to be used in developing the Year 2045 Cost Feasible Plan.

Task 6: Year 2045 Transportation Needs Plan - This task includes development of the Year 2045 Needs Plan as well as Purpose and Needs Statements for each project in the 2045 Needs Plan. The plan will consider how the existing and proposed transportation facilities will function as an integrated, multi-modal system.

Task 7: Year 2045 Cost Feasible Plan - Elements of this task provide for the development of the Year 2045 Cost Feasible Plan. Cost and Year of Expenditure will be developed.

Task 8: Summary and Final Reports - Technical Reports shall be developed for each task outlined above. In addition, a Final Report and a Summary Report will be produced documenting the 2045 LRTP process and recommendations.
II. WORK TASKS

TASK 1: PUBLIC PARTICIPATION & STEERING COMMITTEE

Public participation is a critical component of the planning process. The TPO staff, with assistance as defined from the CONSULTANT, shall proactively implement strategies and procedures of the Public Participation Plan so that the public shall have early and continuing involvement in the plan development process. This public participation process is intended to provide sufficient opportunity for involvement of public officials (including elected officials) and the public at large in the development of the LRTP before its approval by the TPO. Special public participation efforts will be targeted to priority groups and communities based on community analysis.

The 2045 LRTP Update will utilize the Okaloosa-Walton TPO Public Participation Plan (PPP) to guide public outreach efforts. Elements of the PPP outline the following:

1. What communication tools will be used
2. The various points in the planning process where public involvement will be sought
3. Direction on how public meetings will be conducted

The utilization of key communication tools will enhance the public outreach process, confirm proper documentation of public responses, educate the public at every phase on the process and contribute to the development of a transportation plan that reflects the values, visions and ideals of the community.

The TPO staff shall be responsible for leading the overall public participation campaign for the 2045 LRTP Update. Public participation tools and techniques will be developed in coordination with the CONSULTANT in a Kick-Off Meeting to identify the best ways to reach the planning area citizens. The following key strategies will be used to reach the public with information about the 2045 LRTP Update:

1. Coordinating with partners;
2. Development of LRTP Key Messaging Materials;
3. Development of an evaluations/feedback reception process;
4. Strategic use of print, online, and social media; and
5. Coordination of in-person events to inform the planning process.

The TPO staff shall implement the Public Participation Plan strategies for the update. The Public Participation Plan strategies include outreach to the elderly, persons with disabilities, minorities and low-income communities and other groups traditionally under-represented in the plan update process. Strategies to solicit input from the business, environmental, and other communities of local significance, such as focus groups, shall also be implemented.

The CONSULTANT will provide assistance to the TPO staff with the public participation task as follows:
Development, Coordination & Facilitation of up to two (2) Public Workshops, not to exceed 4 hours in length per workshop.

On-site attendance/staffing for up to four (4) public workshops.

Development and facilitation of up to five (5) steering committee workshops.

Provide up to 40 hours of assistance to TPO staff to assist in the development of workshops and meetings.

The public participation schedule shall provide for outreach to Federal, State, Tribal, land management and regulatory agencies. In addition, the public participation schedule shall also provide for outreach to citizens, affected public agencies, agencies responsible for natural resources, environmental protection, conservation and historic preservation, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with responsible opportunities to be involved in the development of the long range transportation plan.

The TPO staff will be responsible for the following public participation details:

- Development of a slogan and logo representing the 2045 Update
- Development of a list of contacts for various community organizations with the goal of engaging these groups throughout the LRTP update process.
- Development of a schedule of outreach to targeted groups
- Development of a media contact list with the goal of providing the media with accurate and timely information on the LRTP update allowing them to report on the update efforts.
- Maintain an online presence during the course of the planning process
- Development of public notices, to include: e-blasts, news releases, newsletter articles, social media post, paid legal notices for TPO review and adoption of key portions of the plan, etc.
- Development of effective visual aids such as maps, charts, and graphs
- Development and administration of surveys at public meetings, workshops, other public events, and online
- Preparation of materials for community engagement opportunities, such as presentations, events, etc.
- Arrange for presentations to be made at regular local government and community organizations’ meetings
- Determine which agencies/organizations publishes a newsletter; place workshop information in those newsletters
- Coordinate with agency partners to promote workshops on their website, local TV, etc.
- Coordinate up to four (4) public workshops.
• Coordinate up to ten (10) Steering Committee/Focus Group Meetings.

TPO staff will confirm that the TPO complies with the Civil Rights Act of 1964, Executive Order 13166, and FTA Circular FTA C 4702.1B, October 2012, and that it fulfills the requirements under 4702.1B of the Limited English Proficiency (LEP) provisions. The TPO will provide those services for the development of the Draft and Final as established within the Okaloosa-Walton TPO Language Assistance Plan. The TPO will include the following language on public notices and outreach material as needed:

*In compliance with the Americans with Disabilities Act, reasonable accommodations to access information/meeting and for limited English proficiency, are available upon request. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services should contact Public Involvement toll-free 800-226-8914, ext. 220 or 800-995-8771 for TTY-Florida, at least 48 hours in advance. Por favor a la Sra. Ada Clark, de los requistos de acceso al idioma en el 850-332-7976, ext. 227 o 800-995-8771 para TTY-Florida al menos 48 horas de antelacion. Participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who believe they have been discriminated against on these conditions may file a complaint with the Title VI Coordinator, 850-332-7976, ext. 220.*

**XI. DELIVERABLE(S):** The TPO staff shall develop a Public Involvement Report, which will document the aspects of the public involvement efforts during the development of the 2045 LRTP Update. The CONSULTANT will provide the following:

• Development, Coordination & Facilitation of up to two (2) Public Workshops, not to exceed 4 hours in length per workshop.
• On-site attendance/staffing for up to four (4) public workshops.
• Development and facilitation of up to five (5) steering committee workshops.
• Provide up to 40 hours of assistance to TPO staff to assist in the development of workshops and meetings.

The TPO, FDOT, and FHWA shall review the Public Involvement Report. This report will not require TPO Board action as it will be included in the Final Report.

**TASK 2: CONGESTION MANAGEMENT PROCESS (CMP) PLAN UPDATE**

The CONSULTANT shall review and update the CMP Plan in accordance with most recent guidance in the *FDOT MPO Program Management Handbook*. The following networks will be identified in the CMP report: Roadway; Transit; Travel Demand; Bicycle/Pedestrian; and Freight. The roadway network shall be based on the Federal Highway Administration (FHWA) Functional Classification System (post 2010 Census). The roadway network that is analyzed for the CMP is comprised of state and major county roads as well as an integrated system of airports, rail systems, multi-modal, and inter-modal facilities.

The Commuter Assistance program, funded by FDOT and staffed by the Emerald Coast Regional Council, offers employer based programs to assist in reducing single occupant vehicle travel to work sites. The Commuter Assistance Program coordinates users on a computer database with mapping capabilities to assist in forming carpool vanpools. The current service area will be used for the CMP Report.
The on-road bicycle network and the pedestrian network to be considered as part of the CMP will be identical to the CMP network. For the purposes of the update, bike lanes and paved shoulders will be considered on-road facilities.

The freight network is composed of the CMP network. Although rail, water, and air cargo are available, the movement of goods is primarily by truck. Depending on vehicle type, some freight movement is restricted on certain roadways.

The CONSULTANT shall review and update the CMP performance measures. Implementing performance measures provides a threshold of what levels of congestion are acceptable and what levels of congestion are not acceptable. The use of performance measures is a quantifiable method for analyzing the performance of the transportation system and the effectiveness of congestion management strategies. The employment of performance measures illustrates to what degree the CMP is achieving its objectives. In addition, the CONSULTANT shall incorporate a Systems Performance Report consistent with FAST Act/FHWA performance measures guidance.

The CMP Plan Update will be an integral part of the TPO’s planning process, including the LRTP, Transportation Improvement Program (TIP), Unified Planning Work Program, (UPWP), and the Public Participation Plan (PPP). The CMP guides the planning process by:

- Identifying operations and management projects that can be included in the TPO’s TIP LRTP; and
- Identifying a set of congestion mitigation strategies that can be applied to congested corridors.

DELIVERABLE: The CONSULTANT shall prepare the CMP Plan Update Report summarizing the efforts and findings under this task. The TPO, FDOT, and FHWA shall review the CMP Plan Update. The TPO Board will be asked to approve the CMP Plan Update.

TASK 3: AREA PROFILE & EXISTING CONDITIONS OVERVIEW

To establish a baseline of the planning area, this task will develop an overview of the area’s population, demographics, major economic drivers, and a snapshot of the area’s existing conditions. Socioeconomic data will be collected from currently available datasets and forecasts from national, state, and regional sources such as US Census, Bureau of Labor Statistics, the Florida Bureau of Economic & Business Research (BEBR) and Florida’s Office of Economic & Demographic research (EDR). The area’s existing conditions will be most recent datasets available from local, regional, and state agencies as appropriate. The information in this overview will be compiled into a brief document and will be presented to the TPO early in the planning process, utilized throughout public outreach to focus planning process outreach efforts, and included in the final report document to provide an introduction to the LRTP planning process.

DELIVERABLE: The CONSULTANT shall prepare the Area Profile & Existing Conditions Overview, summarizing the planning area details in a brief document.

TASK 4: GOALS, OBJECTIVES, EVALUATION CRITERIA, AND PERFORMANCE MEASURES

The development of goals, objectives, evaluation criteria, and performance measures is critical to
the planning process. The vision statement, mission statement along with the goals, objectives and policies adopted at the outset of the long range transportation plan update will guide the study and will play a critical role in needs identification and project prioritization for the community. It is important to consider the following emphasis areas (not listed in priority order):

- The need for integration and interconnectivity of non-motorized transportation alternatives for pedestrians and cyclists including sidewalks, bike lanes and recreational trails.
- The potential benefits of operations and management strategies to improve the overall operations of facilities.
- Transportation equity with special effort to engage the traditionally underserved.
- Collect and analyze data from the Community Impact Assessment to ensure that LRTP projects and activities do not discriminate against anyone on the basis of race, color, national origin, sex, age, disability or family status.
- Assessing the distribution of benefits and adverse environmental impacts at both the plan and project level, including potential impacts to traditionally underserved communities.
- FDOT’s Florida Transportation Plan and Strategic Intermodal System Plans.
- USDOT (FHWA and FTA) Goals and Planning Emphasis Areas.
- Emerging Issues identified by FHWA (January 2018): Mobility on Demand (MOD), including Automated Driving Systems (ADS) and Connected Vehicles (CV); and new planning factors, transportation performance management, multimodal feasibility, and transit asset management.
- Performance-based planning incorporating performance targets and measures.
- Information from FDOT’s Source Book.

In order to confirm that the projects in the Needs Plan are evaluated with a common set of criteria, a series of evaluation criteria will be developed that reflect the Goals, Objectives, Policies, and Performance Measures. The CONSULTANT will work to develop the evaluation criteria based on the adopted Goals and Objectives after the results of the initial public meetings and steering committee/focus group meetings to reflect the community’s goals. The resulting evaluation criteria will be used to evaluate projects identified in the Needs Plan alternatives. The Evaluation Criteria shall be approved by the TPO with input from the TCC, and CAC, and the public.

**DELIVERABLE(S):** The CONSULTANT shall prepare a Goals, Objectives, and Policies, and Performance Measures Report, which summarizes this task. The TPO, FDOT, and FHWA shall review the Goals, Objectives, Policies, and Performance Measures Report. The TPO Board will be asked to approve the Goals, Objectives, Policies, and Performance Measures Report.

The CONSULTANT shall prepare an Evaluation Criteria Report, which summarizes this task. The FDOT, FHWA, and the TPO shall review the Evaluation Criteria Report. The TPO Board will be asked to approve the Evaluation Criteria Report.

**TASK 5: ESTIMATING FINANCIAL RESOURCES**
Revenues expected to be available for transportation projects through the Plan horizon year, 2045, will be provided by FDOT. This revenue forecast will set parameters for what projects will be identified as cost feasible. For a project to be included in the cost feasible plan, an estimate of the cost and source of funding (in Year of Expenditure dollars) for each phase of the project being funded must be included. The phases to be shown in LRTPs include Preliminary Engineering, ROW and Construction (FHWA and FTA support the option of combining PD&E and Design phases into Preliminary Engineering).

The FDOT will provide the appropriate inflations factors which will be used to inflate current year costs to Year of Expenditure costs.

The costs of operating and maintaining the existing and future transportation system must also be clearly stated in the cost feasible plan, in a manner agreed upon by FDOT, and FHWA/FTA.

FDOT shall provide information to the TPO showing operation and maintenance costs for state maintained facilities for inclusion in the LRTP. Local agencies, working with the TPO, need to provide cost estimates for locally maintained facilities covered in the Plan. The Operations and Maintenance (O&M) cost estimates need to be provided for each of the first ten years of the plan. For example, beyond the first ten years, if using five-year cost bands in the outer years, costs may be shown for each of the five-year cost bands. The LRTP will also need to demonstrate the source of funding for the O&M activities. A clear separation of costs for operations and maintenance activities from other grouped and/or regionally significant projects will need to be shown in order to demonstrate fiscal constraint.

FDOT, in cooperation with the MPOAC and Florida’s MPOs, prepares long range revenue forecasts for state and federal funds that flow through the FDOT Work Program and other financial planning guidance. FDOT, in cooperation with the MPOAC and Florida’s TPOs, have developed an updated revenue forecast through 2045 and guidance for the updates of metropolitan transportation plans and the Florida Transportation Plan (FTP).

The Time Period for estimates is 5 years between the Base Year and the year 2045 will be as follows:

- 2020/2021 – 2024/25 (Revenues identified in the Transportation Improvement Program)
- 2025/26 – 2029/30
- 2030/31 – 2034/35
- 2035/36 – 2044/45

This is essentially consistent with previous forecasts and simplifies reporting. The use of 5 and 10 year periods increases flexibility and reduces the need to fine tune project priorities.

For estimates of State and Federal Revenues:

- FDOT will provide Year of Expenditure (YOE) estimates for state capacity programs for individual TPOs, similar to prior forecasts.
- FDOT will provide system level estimates of the cost of operating and maintaining the State Highway System at the DOT District level. (TPOs should include the material in documentation.)
The cost feasible portion of the 2045 LRTP will use FY 2018/2019 as the base year and FY 2044/2045 as the horizon year.

*The recommended Base and Horizon Years are for financial reporting purposes only and do not impact individual TPO selection of alternative Base and Horizon Years for socioeconomic, modeling and other purposes.*

**DELIVERABLE:** The **CONSULTANT** shall prepare a Financial Resources Overview Report, which summarizes this task. The **TPO, FDOT, and FHWA** shall review the Financial Resources Report. The TPO Board will be asked to approve the Financial Resources Report.

**TASK 6: NEEDS PLAN**

The purpose of this task is to identify transportation system needs, including major roadways, transit, multimodal and intermodal facilities, non-motorized transportation facilities and intermodal connectors. The assessment of needs will lead to development of the 2045 Needs Plan. The Needs Plan will adhere to the Metropolitan Planning Organization Advisory Council’s (MPOAC) criteria for developing “needs” that are realistic, which recognizes that some facilities are constrained or otherwise have environmental or community impacts that make it impractical for them to be expanded.

The **CONSULTANT** shall develop the Year 2045 Needs Plan by testing multi-modal alternatives to satisfy person and freight travel demands. A Preliminary Needs Plan shall be developed by running 2045 zonal data (ZDATA) with the 2022/23 Existing Plus Committed Network and identifying facilities with a volume/capacity ratio of 0.9 or greater, or as determined in consultation with Planning Council staff. The **CONSULTANT** and **TPO** shall review the facilities identified during this task.

The **TPO** has established a Community Impact Assessment (CIA) database. From this database, a community profile was developed. Presentations will be scheduled with groups representing the communities in the urbanized area. These citizens will provide input in development of the 2045 Needs Plan.

The **CONSULTANT** shall develop a Needs Plans to meet the future mobility demands for each corridor or facility with existing or forecasted deficiencies. The Needs Plan may include one or more of the following types of improvements (not shown in priority order):

- Transit improvements;
- Roadway widening or new roadway corridors;
- Bicycle improvements;
- Pedestrian improvements that take into account ADA504 upgrades and ramp retrofits;
- Intelligent Transportation System (ITS) improvements;
- Operational improvements; and
- Transportation Management Strategies.

It will be imperative that the projects work in concert to improve mobility throughout the region. The improvements should complement each other and provide mobility choices for the diverse
population of 2045. The 2045 will be a balanced mobility plan that considers the needs of people as well as the need to move goods and services efficiently.

The **CONSULTANT** shall coordinate with State Agencies to identify needed transportation projects that preserve and enhance scenic, aesthetic, historic, community and environmental resources, while improving or maintaining safety, mobility and infrastructure conditions.

The **CONSULTANT** shall identify projects to include in the Needs Plan that enhance intermodal connections between various modes of travel, such as the automobile, bus rapid transit, bicycle and pedestrian.

The Needs Plan shall include enough data and information to define the identified need. The **CONSULTANT** shall include an estimate of unfunded needs plan costs in base year dollars in the adopted long range transportation plan. Estimated needs shall be reported by mode.

For total project costs, each phase of a project must be described in enough detail to estimate total project cost and explain how the project is expected to be implemented. Projects which will go beyond the horizon year of the LRTP must include an explanation of the project elements beyond the horizon year and what phases/work will be performed beyond the horizon year of the plan. The costs of work and phases beyond the horizon year of the plan must be estimated using Year of Expenditure (YOE) methodologies and may be described as a band (i.e. Construction expected 2046-2050). FHWA does not expect this will apply to routine system preservation or maintenance activities. Total project costs will be shown for capacity expansion projects. System operations and management strategies such as ITS projects will be expected to show total project costs. This last category of projects may include a mixture of specific projects as well as grouped projects. (23 CFR 450.322(f)).

Needs Assessment Capacity Projects for 2045 shall be organized in a Microsoft Excel Spreadsheet by the **CONSULTANT** and reviewed by the **TPO** and **FDOT**. A purpose and need statement for each roadway capacity project shall be completed by the **CONSULTANT**. The **CONSULTANT** shall complete the cost estimates of the proposed projects based on current per-mile cost estimates provided by **FDOT**.

**DELIVERABLE:** The **CONSULTANT** staff shall prepare a Needs Plan Report, which summarizes this task. The **TPO**, **FDOT**, and **FHWA** shall review the Needs Plan Report. The TPO Board will be asked to approve the Needs Plan Report and specifically the list of Needs Plan projects.

**TASK 7: COST FEASIBLE PLAN**

Upon approval of the Year 2045 Needs Plan by the **TPO**, the **CONSULTANT** shall develop up to three (3) Cost Feasible Plan Alternatives based on the financial resources identified in Task 5. The **CONSULTANT** shall include an estimate of the cost of projects and phases, regardless of mode, in year of expenditure dollars. The **CONSULTANT** shall use FDOT adopted estimates of inflation to adjust costs from present day costs to year of expenditure costs. The **CONSULTANT** shall also clearly state in the proposed Year 2045 Cost Feasible Plan the costs of operating and maintaining the existing and future transportation system.

Based upon this process, the **CONSULTANT** shall develop three (3) Alternative Cost Feasible Plan Scenarios (Existing Priorities, Evaluation Criteria, and Multi-Modal) that shall establish the basis for identifying a final Year 2045 Cost Feasible Plan. These scenarios shall be based on prior input
received from the public and shall represent three unique proposals to address transportation system needs through the Year 2045. The **CONSULTANT** shall develop maps for the three 2045 Cost Feasible Plan alternatives and the final adopted Cost Feasible Plan.

Because projects in a Transportation Improvement Program (TIP) are required to demonstrate planning consistency with the LRTP, the requirements for project inclusion in a TIP must also be considered when developing the LRTP. As a reminder, projects that need to be included in the TIP are: projects utilizing FHWA and/or Federal Transit Agency (FTA) funds; regionally significant projects requiring a FHWA or FTA action regardless of funding source; and regionally significant projects to be funded with other Federal funds than those administered by FHWA or FTA or regionally significant projects funded with non-federal funds (23 CFR 450.324(d)).

For highway projects, the must include a discussion on environmental mitigation that is developed in consultation with Federal, State and Tribal entities, as well as agencies that regulate wildlife and manage lands. This discussion should occur at more of a system-wide level to identify areas where mitigation may be undertaken (perhaps illustrated on a map) and what kinds of mitigation strategies, policies and/or programs may be used. This discussion would identify broader environmental mitigation needs and opportunities that could be applied to individual transportation projects. FDOT’s Efficient Transportation Decision Making (ETDM) system provides a web-based, system-wide environmental screening tool for initial agency review of Cost Feasible projects. This screening leads to further review and consultation on the required Class of Action and proposed mitigation necessary for environmental approval. Documentation of the consultation with the relevant agencies should be maintained by the **TPO**. (23 CFR 450.322(g))

Pursuant to 23 United States Code (U.S.C.) 327 and the implementing Memorandum of Understanding (MOU) executed on December 14, 2016, the FDOT has assumed Federal Highway Administration's (FHWA's) responsibilities under NEPA for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS. In general, FDOT's assumption includes highway projects in Florida whose source of federal funding comes from FHWA or which constitute a federal action through FHWA. This includes responsibilities for environmental review, interagency consultation and other activities pertaining to the review or approval of NEPA actions. Consistent with law and the MOU, FDOT will be the Lead Federal Agency for highway projects with approval authority resting in the Office of Environmental Management (OEM).

The process outlined in the Project Development and Environment (PD&E) Manual is the Florida Department of Transportation's (FDOT's) procedure for complying with the National Environmental Policy Act (NEPA) of 1969, Title 42 U.S.C. section 4321, et seq., and the MOU mentioned above and describes FDOT's environmental review process.

For highway projects, FDOT seeks strategies that improve the linkage between planning and environmental processes. During the development of regionally significant projects in a long range transportation plan, the **CONSULTANT** will include a purpose and need for the project in the LRTP. This purpose and need will be carried into the National Environmental Policy Act (NEPA) process and will be one way to enhance the linkage between planning and NEPA. For example, a purpose and need statement could briefly provide the rationale as to why the project warranted inclusion in the long range transportation plan. Prior to approval of the environmental document (Class of Action) - Categorical Exclusion (CE), Environmental Assessment
(EA), or Environmental Impact Statement (EIS) and thereby granting location design concept approval, the project must be consistent within the long range transportation plan, the TIP and Statewide Transportation Improvement Program (STIP). The project consistency refers to the description (for example project name, termini and work activity) between the long range transportation plan, the TIP and the STIP (23 CFR 450.216(k), 450.324(g) and 450.216(b)). The NEPA document must also describe how the project is going to be implemented and funded. The project implementation description in the NEPA document needs to be consistent with the implementation schedule in the TIP/STIP as well. (450 Appendix A to Part 450, Section II Substantive Issues, 8).

For public transportation or transit projects, which may develop as part of a discretionary grant process and award, the environmental class of action is usually considered by FTA regional offices in concert with transit grantees as the projects are analyzed and developed. Transit maintenance and transfer facilities and major capacity projects like light, heavy or commuter rail, Bus Rapid Transit (BRT), etcetera may require a separate NEPA document while acquisition of vehicles, provision of repairs, planning studies, engineering, etcetera, would not require a document. As such, environmental mitigation issues would tend to be developed as part of the NEPA document for specific projects with a NEPA decision made prior to the award of FTA funds. Likewise, environmental benefits for public transportation or transit options, like reduction in Single Occupant Vehicle (SOV) trips and Vehicle Miles Traveled (VMT), reduction in greenhouse gases, pedestrian and bicycle linkages, transit oriented/compact development (which is more walkable) may need to be stated within the broad parameters in the LRTP.

**DELIVERABLE:** The **CONSULTANT** shall prepare a Cost Feasible Plan Report and associated maps, which summarizes this task. The **CONSULTANT, FDOT, and FHWA** shall review the Cost Feasible Plan Report. The TPO Board will be asked to approve the Cost Feasible Plan Report. The Cost Feasible Plan shall be adopted by **March 15, 2022**.

**TASK 8: SUMMARY AND FINAL REPORTS**

The **CONSULTANT** shall develop a Final Report, which is a combination of the subsequent task reports throughout the LRTP Update process and include an overview of the legislative requirements listed at the beginning of this report and how they were addressed. The 2045 LRTP Final Report shall be presented as a standalone, bound document and a Summary Report to provide overall LRTP key outcomes such as the vision statement, mission statement, graphic representations of the Year 2045 Cost Feasible Plan, and a table representation of the project list. Copies of final documents and maps shall be provided to the TPO electronically in editable text/graphic software format, including GIS shapefiles and Portable Data File (PDF) format.

**TPO Approval & Final Documentation.** Consistent with the FHWA guidance issued in January 2018, the final documentation will be completed within **90 days** of the TPO action adopting the final element of the LRTP Update, the Cost Feasible Plan. Within 90 days after adoption, the final report will be reviewed by the reviewing agencies, edited and made available on-line and at the TPO’s offices.

**DELIVERABLES:**
SUMMARY REPORT. The CONSULTANT shall provide to the TPO five-hundred (500) copies of the Summary Report upon final approval of the TPO.

FINAL REPORT. The CONSULTANT shall provide the TPO twenty (20) final color printed copies of the Final Report.
III. REPORTING

Several reporting activities are required within this contract. These will include the following:

- **Progress Reports,**
- **Task Reports,**
- **Summary Report,** and
- **Final Report.**

All of the reports, except for the Progress Reports, were discussed earlier in the scope. The development of these reports will require close coordination between the **TPO**, the **CONSULTANT**, and the **FDOT**.

The **CONSULTANT** shall prepare monthly Progress Reports to the **TPO** for their phase of the work. The **TPO staff** will prepare monthly Progress Reports to the **FDOT** for the entire project. Progress Reports will document progress in the previous month, problems encountered and solutions found, adherence to schedules, and activities planned for the next month. Invoices for the previous month’s service will be attached. Invoices will be based upon estimates of percent work completed within each task. The **CONSULTANT** will provide Progress Reports to the **TPO staff** by the **10th day of each month** for their phase of the work. The **TPO staff** will provide Progress Reports to **FDOT** by the **20th day of each month**. The **TPO staff** and **CONSULTANT** will be available to discuss with the **FDOT** issues that are encountered.
IV. PROJECT SCHEDULE AND MANAGEMENT

The **TPO staff** shall work closely with **FDOT** to manage and schedule work activities for the project. Within two weeks of receipt of Notice to Proceed, the **CONSULTANT** shall submit the proposed project schedule to the **TPO staff** and **FDOT** for approval.

The project schedule shall be sufficient to show start and completion dates, delivery or due date as appropriate for each major work activity, decision points, critical meetings, or deliverables for the Project. The project schedule will specifically show responsibility of the **CONSULTANT**, the Sub-consultant(s), **TPO**, and **FDOT**. The schedule shall specifically be coordinated with progress reports and billing submittals to the **TPO**.

V. MEETINGS

The **TPO** and the **CONSULTANT** will conduct two types of meetings during this project: Coordination Meetings and TPO Meeting Technical Support.

**Coordination Meetings:** Through the course of the update, it will be necessary for the FDOT and the TPO staff to meet with the **CONSULTANT**. During the Plan Update process, some meetings will have to occur between the three parties. The meetings will be held in Pensacola or Chipley. The purpose will be for the **CONSULTANT** to brief **FDOT** and **TPO staff** on project progress and problems encountered.

**TPO Meeting Technical Support:** Up to eight (8) technical presentations to the transportation planning committee structure (TPO, TCC, and CAC) will be made by the **CONSULTANT** at the request of the **TPO staff** throughout the LRTP process for task reflected in this scope. The **CONSULTANT** will also provide technical support for up to five (5) presentations on the tasks in this scope for use by **TPO staff**.
VI. MAJOR RESPONSIBILITIES OF THE FLORIDA DEPARTMENT OF TRANSPORTATION

FDOT will:
1. Develop socioeconomic data for the years 2015 and 2045;
2. Validate the 2045 Northwest Florida Regional Transportation Model to the Year 2015;
3. Meet with TPO to develop a Transportation Cost Report and Year of Expenditure Estimates;
4. Appoint a Project Manager to work on the update with the TPO; and
5. Develop the Operations and Maintenance Costs.

VII. MAJOR RESPONSIBILITIES OF THE TPO STAFF

The TPO will:
- Provide the available transportation reports for the area,
- Coordinate various technical meetings and the public involvement process meetings and public hearing,
- Facilitate meetings,
- Develop a Public Involvement Report, Evaluation Criteria Report, Needs Assessment Report, and Cost Feasible Report,
- Provide timely reviews of material and documents as submitted by the CONSULTANT as specified herein,
- Assist in the development of the Goals, Objectives, Policies, and Performance Measures,
- Assist in the development of the Financial Resources,
- Assist in the development of the Needs Plan,
- Assist in the development of the Cost Feasible Plan,
- Assist in the development of the Summary Report,
- Assist in the development of the Final Report,
- Assist in the development of Transportation Projects Costs,
- Develop mapping for 2045 LRTP update,
- Assist in the development of the CMP, and
- Prepare monthly progress reports to the FDOT.
VIII. MAJOR RESPONSIBILITIES OF THE CONSULTANT

The **CONSULTANT** will:

- Assist in staffing meetings and outreach,
- Complete Community Impact Assessment,
- Assist in facilitating Focus Group and/or Steering Committee Meetings,
- Assist with development of the Public Involvement Report,
- Update the CMP,
- Assist in coordination of facilities for meetings,
- Develop the 2045 Goals, Objectives, Policies, and Performance Measures Report,
- Assist TPO staff in applying Evaluation Criteria to rank Needs Plan projects,
- Prepare Needs and Cost Feasible Plan project in Excel Spreadsheet,
- Update and prepare Purpose and Needs Statements,
- Prepare Transportation Projects Costs,
- Collect the necessary financial data from the *TPO* member governments and produce the financial resources report,
- Develop three Cost Feasible Plan Alternatives,
- Provide technical information, with applicable graphics, to be included in presentations to local committees and the public for input in plan evaluation and for plan selection and adoption,
- Provide the *TPO* with task reports electronically,
- Prepare a Summary Report,
- Prepare a Final Report, and
- Prepare monthly progress reports to the *TPO*. 
IX. MAJOR RESPONSIBILITIES OF LOCAL GOVERNMENTS, PORTS, AIRPORTS, and MILITARY

The LOCAL GOVERNMENTS will:

- Provide copies of their Capital Improvement Programs to the TPO as well as Operations and Maintenance Costs and how they were developed.

The LOCAL MILITARY INSTALLATIONS will:

- Provide copies of their Installation Master Plans to the TPO.

X. DOCUMENTATION

1. Task Reports: FHWA and FTA expect that at the time the TPO board adopts the long range transportation plan, a substantial amount of analysis and documentation will have been completed, and final documentation will be available for distribution no later than 90 days after the plan’s adoption. The TPO Board and its advisory committees, as well as the public should have periodically reviewed and commented on products from interim tasks and reports that culminate into the final Plan. Finalizing the LRTP and its supporting documentation should be the last activity in a lengthy process. Final documents should be posted online and available through the TPO office no later than 90 days after adoption.

Products provided by the CONSULTANT to the TPO shall be sent electronically. Draft copies will be presented for CONSULTANT, FDOT, FHWA and TPO staff review and comment prior to presentation.

The TPO shall prepare the following:

- TASK REPORT #1 PUBLIC PARTICIPATION SUMMARY

The CONSULTANT shall prepare the following (TPO Approval; TCC, CAC Review):

- TASK #2 REPORT: CMP PLAN UPDATE
- TASK #3 REPORT: GOALS, OBJECTIVES, EVALUATION CRITERIA, & PERFORMANCE MEASURES
- TASK #4 REPORT: FINANCIAL RESOURCES OVERVIEW
- TASK #6 REPORT: NEEDS PLAN
- TASK #7 REPORT: COST FEASIBLE PLAN

2. Summary Report

The CONSULTANT shall provide a print-ready electronic file and five hundred (500) color prints of the 2045 LRTP Final Report (Summary).
3. Final Report
   The CONSULTANT shall provide an electronic file of the Final Report and Task Reports.

4. Monthly Progress Reports
   The CONSULTANT shall provide a monthly progress report to the TPO each month. The TPO shall provide FDOT with a progress report each month.
ENCLOSURE H
SUBJECT: Consideration of Resolution O-W 20-07 Adopting the Congestion Management Process Plan Minor Update

ORIGIN OF SUBJECT: Unified Planning Work Program (UPWP) Task C.3 Transportation Systems

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Congestion Management Process Plan (CMPP) plan is developed and implemented as an integral part of the transportation planning process for the Okaloosa-Walton TPO. The CMPP is updated annually by utilizing the Florida Department of Transportation Level of Service Handbook and by periodic updating.

The purpose of the CMPP is to identify, monitor and rate the performance of transportation facilities (roadways, bike lanes, sidewalks and transit services) and to suggest strategies for managing demand, encouraging commuting alternatives and low-cost, short-term actions to alleviate congestion, thus enabling the CMPP to evaluate the performance of transportation facilities by identifying where the congestion exists.

The identified congested corridors/segments/facilities and their recommended mitigation measures are coordinated into the long-range planning process, through which they are evaluated and prioritized. This allows the CMPP to be effectively integrated into the TPO’s project prioritization process. The projects that are targeted for implementation in the Long-Range Transportation Plan (LRTP) are then moved into project development and added to the Transportation Improvement Program (TIP) for funding. The funded projects are monitored to evaluate the strategies’ effectiveness.

This is a minor update and includes updated traffic counts using the 2018 annual average daily traffic (AADT 2017), and recalculation of LOS based on FHWA/FDOT standards. Major updates to the CMPP will be completed in conjunction with the LRTP, which is updated every five years in TPO areas that are in attainment for air quality.

The updated Congestion Management Process Plan with new LOS tables can be found here: https://www.ecrc.org/programs/transportation_planning/okaloosa-walton_tpo/plans_and_documents/index.php

Attached is the following:
- Resolution O-W 20-07

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign Resolution O-W 20-07 adopting the CMPP minor update. This action is recommended because the CMPP is updated annually. Please contact Ms. Jill Lavender, ECRC staff, at (850) 332-7976, ext. 212 or jill.lavender@ecrc.org if additional information is needed.
WHEREAS, the Okaloosa-Walton Transportation Planning Organization (TPO) is the organization designated by the governor of Florida as being responsible for carrying out the continuing, cooperative and comprehensive transportation planning process for the Okaloosa-Walton TPO Planning Area; and

WHEREAS, Fixing America’s Surface Transportation (FAST) Act Section 1201 134(k)(3)(a) requires TMAs address congestion management through a process that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy of new and existing transportation facilities eligible for funding under this chapter and title 23 through the use of travel demand reduction, job access projects, and operational management strategies; and

WHEREAS, although the Okaloosa-Walton TPO area is not a designated TMA, Florida Department of Transportation policy extends this requirement to all Metropolitan Planning Organizations in an effort to emphasize mobility management; and

WHEREAS, the Congestion Management Process Plan (CMPP) is considered a fully operational management system; and

WHEREAS, the purpose of the CMPP is to rate the performance of transportation facilities and suggest low-cost and short-term strategies to alleviate congestion; and

WHEREAS, the CMPP requires an annual minor update which entails inputting the prior year’s traffic volumes, and updating level of service (LOS) ratings for all modes of transportation;

NOW, THEREFORE, BE IT RESOLVED BY THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION THAT:

The 2020 Congestion Management Process Plan minor update is hereby adopted.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 21st day of May 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Nathan Boyles, Chairman

ATTEST: __________________________
SUBJECT: Request to Proceed with Amending the Okaloosa-Walton 2040 Long-Range Transportation Plan Cost Feasible Plans to Include U.S. 98 at CR 30A Pedestrian Underpass Right of Way, Construction Engineering Inspection (CEI), and Construction Phases

ORIGIN OF SUBJECT: FDOT

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The 2040 Okaloosa-Walton TPO’s Long Range Transportation Plan (LRTP) was adopted on February 16, 2017. This LRTP amendment request is for the phases of the U.S. 98 at CR 30A Pedestrian Underpass

Public Participation Process Plan Requirements for Long Range Transportation Plan Amendments (Adopted June 20, 2017)

Administrative modifications to the LRTP or TIP are minor revisions and do not require public review but must be included in the advertisement of the TPO meeting when the modification is presented.

An amendment is a major revision to an LRTP or TIP and includes adding or deleting projects to a plan. It also includes major changes to project costs, initiation dates, or design concepts. Amendments must be included in the advertisement of the TPO meeting when the draft amendment is presented. The public must be provided with an opportunity to comment during public forum when the draft is presented for adoption to the TPO and advisory committees as follows:

- Provide the public with a sufficient opportunity to review the draft amended document online
- Include adoption in the advertisement of the TPO meeting when amendment is to be presented
- Provide public with an opportunity to comment during public forum when the amendment is presented for adoption to the TPO and advisory committees
- Publish adopted amended final document on website

U.S. 98 @ CR 30A Pedestrian Underpass (See attached map for location)

This improvement includes a grade separated pedestrian crossing across U.S. 98. This project is currently in the Needs Plan and the PD&E and Design phases are the only phases currently in the Cost Feasible Plan. This amendment adds the Right of Way, CEI, and Construction phases costs to the Cost Feasible plan. This amendment was requested by FDOT.

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Proposed Schedule

- May 21, 2020 - Authorization by the TPO to proceed with amending the 2040 Long Range Transportation Plan Needs and/or Cost Feasible Plans
• May/June 2020 - Post proposed Long-Range Transportation Plan amendment online
• June 2020 – Public workshop
• June 18, 2020 - TCC and CAC review and recommend approval of the 2040 Long Range Transportation Plan amendment
• June 18, 2020 - TPO approval of the 2040 Long Range Transportation Plan amendment

Attached is the following:
  • Location map of proposed project

RECOMMENDED ACTION: Approval of a motion to authorize ECRC staff to proceed with the process to amend the 2040 Long Range Transportation Plan Cost Feasible Plan to add the Right of Way, CEI, and Construction phases of the U.S. 98 at CR 30A Pedestrian Underpass. Please contact Ms. Jill Lavender, ECRC staff, with any questions at 850-332-7976, extension 212 or via email at jill.lavender@ecrc.org.
LRTP Proposed Amendment - US 98 at CR30A Pedestrian Underpass
ENCLOSURE J
ENCLOSURE J
ALL COMMITTEES

SUBJECT: Election of Transportation Planning Organization (TPO), Technical Coordinating Committee (TCC) and Citizens’ Advisory Committee (CAC) Chair and Vice Chair for Fiscal Year (FY) 2021 (July 1, 2020 through June 30, 2021)

ORIGIN OF SUBJECT: TPO Bylaws

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Each year at the June meeting the TPO and advisory committees should elect a chairman and vice chairman for the next fiscal year. The 2021 fiscal year begins July 1, 2020.

Attached are the following:
- TPO Membership Roster
- TCC Membership Roster
- CAC Membership Roster

RECOMMENDED ACTION: Election of Okaloosa Walton TPO, TCC, and CAC chair and vice chairs to serve for FY 2021. This action is recommended to comply with the TPO bylaws. Please contact Mr. Cameron Smith, ECRC staff, at 1-800-332-7976, Extension 207 or Cameron.Smith@ecrc.org if additional information is needed.
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<th>Name</th>
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<tr>
<td>JB Whitten Mayor</td>
<td>Mayor</td>
<td>198 Wilson Street</td>
<td>Crestview</td>
<td><a href="mailto:jbwhitten@cityofcrestview.org">jbwhitten@cityofcrestview.org</a></td>
<td>(850) 682-3812</td>
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<tr>
<td>Joe Blocker Councilman</td>
<td>Councilman</td>
<td>198 North Wilson Street</td>
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<td>(850) 638-4575</td>
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<tr>
<td>Andrew Rencich Council</td>
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<td><a href="mailto:andrew.rencich@cityofcrestview.org">andrew.rencich@cityofcrestview.org</a></td>
<td>(850) 682-1560</td>
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<tr>
<td>Todd Bierbaum</td>
<td></td>
<td>71 US HWY 90 West</td>
<td>Defuniak</td>
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<td>Chatham Morgan Council</td>
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<td>4200 Indian Bayou Trail</td>
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<td><a href="mailto:cmorgan@cityofdestin.com">cmorgan@cityofdestin.com</a></td>
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<tr>
<td>Skip Overdier Council</td>
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<td><a href="mailto:soverdier@cityofdestin.com">soverdier@cityofdestin.com</a></td>
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<td>P.O. Box 339</td>
<td>Freeport</td>
<td><a href="mailto:ehaaffner@freeportflorida.gov">ehaaffner@freeportflorida.gov</a></td>
<td>(850) 737-1144</td>
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<tr>
<td>Amy Jamieson Council</td>
<td>Member Vice Chair</td>
<td>211 Chateauagay Street N</td>
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<td>Mayor</td>
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<td>Ft Walton Beach</td>
<td><a href="mailto:dryneason@fwb.org">dryneason@fwb.org</a></td>
<td>(850) 499-5955</td>
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<td>Charlotte Mckamy Council</td>
<td>Member</td>
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<td>Mary Esther</td>
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<td>Judy Boudreaux Council</td>
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<td>Niceville</td>
<td><a href="mailto:jboudr2222@aol.com">jboudr2222@aol.com</a></td>
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<td>NATHAN BOYLES</td>
<td><a href="mailto:nboyles@co.okaloosa.fl.us">nboyles@co.okaloosa.fl.us</a></td>
<td>(850) 689-5030</td>
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<td>CHARLES K. WINDES JR</td>
<td><a href="mailto:lwindes@co.okaloosa.fl.us">lwindes@co.okaloosa.fl.us</a></td>
<td>(850) 803-2320</td>
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<td>CAROLYN KETCHEL</td>
<td><a href="mailto:cketchel@myokaloosa.com">cketchel@myokaloosa.com</a></td>
<td>(850) 651-7105</td>
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<td>GRAHAM W. FOUNTAIN</td>
<td><a href="mailto:gfamily@co.okaloosa.fl.us">gfamily@co.okaloosa.fl.us</a></td>
<td>(850) 689-5030</td>
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<tr>
<td>WILLIAM CHAPMAN</td>
<td><a href="mailto:chabill@co.walton.fl.us">chabill@co.walton.fl.us</a></td>
<td>(850) 835-4860</td>
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<tr>
<td>TREY NICK</td>
<td><a href="mailto:nicketrey@co.walton.fl.us">nicketrey@co.walton.fl.us</a></td>
<td>(850) 835-4834</td>
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<tr>
<td>DANNY GLIDEWELL</td>
<td><a href="mailto:gldanny@co.walton.fl.us">gldanny@co.walton.fl.us</a></td>
<td>(850) 892-4020</td>
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Okaloosa-Walton TPO May 2020 Agenda

Okaloosa-Walton TCC Members Roster

**CITY OF CRESTVIEW**

**Engineering Services Department**

KYLE LUSK  
CITY OF CRESTVIEW  
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**Growth Management Department**

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**CITY OF DEFUNIAK SPRINGS**

**City Planning Department**

KELLY SCHULTZ PLANNING DIRECTOR  
CITY OF DEFUNIAK SPRINGS  
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**CITY OF DESTIN**

**Public Services Department**

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DESTIN FL 32541

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**CITY OF FREEPORT**

**City Planning Department**

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Contact FAX: (850) 835-3137

**CITY OF FT WALTON BEACH**

**Community Redevelopment Agency**

CHRIS FRASSETTI INTERIM DEVELOPMENT SERVICES MANAGER  
CITY OF FT WALTON BEACH  
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FORT WALTON BEACH FL 32548

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Okaloosa-Walton TCC Members Roster

**Construction Engineer's Office**

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Contact FAX: (850) 833-9690

**CITY OF MARY ESTHER**

Code Enforcement Department

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Contact Phone: (850) 243-3566

**CITY OF NICEVILLE**

Public Works Department

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CITY OF NICEVILLE  
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nICEVILLE FL 32578  
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Work FAX: (850) 249-4897  
Work Phone: (850) 729-4064

**COMMUNITY TRANSPORTATION COORDINATOR**

Executive Directors Office

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TRI COUNTY COMMUNITY COUNCIL  
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Contact Phone: (850) 547-3689  
Contact FAX: (850) 547-9806  
Work Phone: (850) 547-3689  
Work FAX: (850) 547-9806

**EGLIN AIR FORCE BASE**

Community Planner

TOM TOLBERT COMMUNITY PLANNER  
EGLIN AIR FORCE BASE  
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EGLIN AFB FL 32542  
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Contact Phone: (850) 882-6993

Planning and Programming Department

ROBERT ROOF PLANNER  
EGLIN AIR FORCE BASE  
501 DELEON STREET  
EGLIN AFB FL 32542  
Contact email: robert.roof@eglin.af.mil  
Contact Phone: (850) 882-8066
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<th>Name</th>
<th>Email</th>
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<tr>
<td><strong>FL DEPT OF CHILDREN &amp; FAMILIES</strong></td>
<td>BECKIE WILLIAMS</td>
<td><a href="mailto:beckie_williams@DCF.state.fl.us">beckie_williams@DCF.state.fl.us</a></td>
<td>(850) 833-3800</td>
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<tr>
<td><strong>MIDBAY BRIDGE AUTHORITY</strong></td>
<td>VAN FULLER EXECUTIVE DIRECTOR</td>
<td><a href="mailto:van.fuller@mid-bay.com">van.fuller@mid-bay.com</a></td>
<td>(850) 897-1428</td>
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<tr>
<td><strong>OKALOOSA COUNTY</strong></td>
<td>BILL SMITH DIRECTOR</td>
<td><a href="mailto:smithb@mail.okaloosa.k12.fl.us">smithb@mail.okaloosa.k12.fl.us</a></td>
<td>(850) 301-3024</td>
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<tr>
<td><strong>Growth Management Department</strong></td>
<td>ABRA MCGILL GRANT SPECIALIST</td>
<td><a href="mailto:amcgill@co.okaloosa.fl.us">amcgill@co.okaloosa.fl.us</a></td>
<td>(850) 609-7004</td>
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<tr>
<td><strong>Public Works</strong></td>
<td>SCOTT BITTERMAN</td>
<td><a href="mailto:sbitterman@my.okaloosa.com">sbitterman@my.okaloosa.com</a></td>
<td>(850) 423-4863</td>
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<tr>
<td><strong>OKALOOSA COUNTY AIRPORTS</strong></td>
<td>TRACY STAGE</td>
<td></td>
<td>(850) 651-7160</td>
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</table>
AIRPORT PROJECTS AND GENERAL AVIATION MANAGER

ROGER C ROGERS, P.E. AIRPORTS PROJECT & GENERAL AVIATION MANAGER
OKALOOSA COUNTY AIRPORTS
1701 STATE ROAD 85 NORTH SUITE 100
EGLIN AFB FL 32542 1498

Contact email: rrogers@myokaloosa.com
Contact Phone: (850) 651-7160 Ext: 1055

OKALOOSA COUNTY SHERIFFS DEPT

Sheriffs Department

JEFF MORGAN SERGEANT
OKALOOSA COUNTY SHERIFFS DEPARTMENT
50 2ND STREET
SHALIMAR FL 32579

Contact email: jmorgan@sheriff-okaloosa.org
Contact Phone: (850) 613-2202

TOWN OF CINCO BAYOU

KEITH WILLIAMS TOWN MANAGER/CLERK
TOWN OF CINCO BAYOU
10 YACHT CLUB DRIVE
CINCO BAYOU FL 32548-4436

Contact email: keith@cincobayou.com

TOWN OF SHALIMAR

TOWN OF SHALIMAR VACANT

U S AIR FORCE

Hurlburt Field

GLENN R LATTANZE BASE COMMUNITY PLANNER
U S AIR FORCE
415 INDEPENDENCE ROAD
HURLBURT FIELD FL 32544 5244

Contact email: glenn.lattanze@hurlburt.af.mil
Contact Phone: (850) 884-6439
Contact FAX: (850) 884-3780

WALTON COUNTY

Emergency Management/Public Safety Communications Division

JOSEPH PRESTON DIRECTOR
WALTON COUNTY
752 TRIPLE G ROAD
DEFUNIAK SPRINGS FL 32433

Contact email: jpreston@waltonso.org
Contact Phone: (850) 892-8186
Contact FAX: (850) 892-8422
Okaloosa-Walton TCC Members Roster

**Engineering Services Department**

<table>
<thead>
<tr>
<th>NAME</th>
<th>Position</th>
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<tr>
<td>CHANCE POWELL ENGINEER</td>
<td>WALTON COUNTY ENGINEER</td>
<td><a href="mailto:powchance@co.walton.fl.us">powchance@co.walton.fl.us</a></td>
<td>(850) 892-8108</td>
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<td>117 MONTGOMERY CIRCLE</td>
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**Planning Department**

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<tr>
<td>MATTHEW LAMBERT</td>
<td>Senior Planner</td>
<td><a href="mailto:lammatthew@co.walton.fl.us">lammatthew@co.walton.fl.us</a></td>
<td>(850) 267-1955</td>
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<td>31 COASTAL CENTRE BLVD SUITE 100</td>
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**WALTON COUNTY SCHOOL DISTRICT**

**Facilities Planning and Construction**

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<tr>
<td>MICHELLE B DOGGETT</td>
<td>WALTON COUNTY SCHOOL DISTRICT</td>
<td><a href="mailto:doggettm@walton.k12.fl.us">doggettm@walton.k12.fl.us</a></td>
<td>(850) 892-1100 Ext: 1811</td>
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**Transportation Services**

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<tr>
<td>JIM HICKS</td>
<td>TRANSPORTATION COORDINATION</td>
<td><a href="mailto:HicksJ@walton.k12.fl.us">HicksJ@walton.k12.fl.us</a></td>
<td>(850) 892-1198</td>
<td>(850) 892-1100 Ext: 1647</td>
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<tr>
<td></td>
<td>DIRECTOR</td>
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<td>WALTON COUNTY SCHOOL DISTRICT</td>
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<tr>
<td>DOUGLASS BACON</td>
<td>311 GROVE PARK DRIVE NICEVILLE FL 32578</td>
<td><a href="mailto:interalia@cox.net">interalia@cox.net</a></td>
<td>(850) 420-9696</td>
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<tr>
<td>ALEXANDER BARTHE</td>
<td>203 WARRIOR STREET CRESTVIEW FL 32536</td>
<td><a href="mailto:Abarthe2135@theupsstore.com">Abarthe2135@theupsstore.com</a></td>
<td>(850) 791-4517</td>
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<tr>
<td>ALVIN BLOCKER</td>
<td>247 SOUTH RAYBURN STREET CRESTVIEW FL 32539</td>
<td><a href="mailto:Crestview.hiker2012@gmail.com">Crestview.hiker2012@gmail.com</a></td>
<td>(850) 586-5555</td>
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<tr>
<td>BECKY BRICE-NASH</td>
<td>603 NORTH PEARL STREET CRESTVIEW FL 32536</td>
<td><a href="mailto:bbricenash@yahoo.com">bbricenash@yahoo.com</a></td>
<td>(850) 689-7851</td>
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<tr>
<td>DON CLEVELAND</td>
<td>PO BOX 1621 CRESTVIEW FL 32536</td>
<td><a href="mailto:Cleveland1954@embarqmail.com">Cleveland1954@embarqmail.com</a></td>
<td>(850) 225-8425</td>
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<tr>
<td>CHARLES DEAN COVEY III</td>
<td>270 BROOKS ST SE FT WALTON BEACH FL 32548</td>
<td><a href="mailto:coveycd@cox.net">coveycd@cox.net</a></td>
<td>(850) 803-2872</td>
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<tr>
<td>MATTHEW COX</td>
<td>HUNTINGTON HOME OWNERS ASSOCIATION 4455 WOODBRIDGE RD NICEVILLE FL 32578</td>
<td><a href="mailto:mc2098610@yahoo.com">mc2098610@yahoo.com</a></td>
<td>(850) 678-3483</td>
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<tr>
<td>STEVEN J CZONSTKA</td>
<td>CHAIR 4554 REDBUD TRAIL NICEVILLE FL 32578-8768</td>
<td><a href="mailto:czonstka@cox.net">czonstka@cox.net</a></td>
<td>(850) 897-4775</td>
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<tr>
<td>YVONNE EARLE</td>
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<td>(850) 863-1530 Ext: 230</td>
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<tr>
<td>JOHN MCGEE</td>
<td>PO BOX 2137 FORT WALTON BEACH FL 32549</td>
<td><a href="mailto:jmcgee@firstcitybank.com">jmcgee@firstcitybank.com</a></td>
<td>(850) 585-8288</td>
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<tr>
<td>JAMES PENROD</td>
<td>88 FANNY ANN WAY FREEPORT FL 32439</td>
<td><a href="mailto:jamespenrod@lordandson.com">jamespenrod@lordandson.com</a></td>
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<tr>
<td>BILL READDY</td>
<td>1572 HIDDEN LAKE COURT NICEVILLE FL 32578</td>
<td><a href="mailto:wjreaddy2@cox.net">wjreaddy2@cox.net</a></td>
<td>(850) 897-3322</td>
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<td>Name</td>
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<tr>
<td>RODNEY D. SALISBURY</td>
<td>124 SPRINGWOOD CIRCLE</td>
<td><a href="mailto:rgrsal63@gmail.com">rgrsal63@gmail.com</a></td>
<td>(850) 865-2095</td>
<td></td>
</tr>
<tr>
<td>JIM T. WOOD VICE CHAIR</td>
<td>3790 MISTY WAY</td>
<td><a href="mailto:armyguyindestin@embarqmail.com">armyguyindestin@embarqmail.com</a></td>
<td>(850) 502-9468</td>
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<tr>
<td>LOWERY A. WOODALL</td>
<td>2800 JERRY PATE CT</td>
<td><a href="mailto:lawoodallhorizons@gmail.com">lawoodallhorizons@gmail.com</a></td>
<td>(850) 259-4142</td>
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</table>
ENCLOSURE K
SUBJECT: Review of the Draft O-W TPO FY 2021-2025 Transportation Improvement Program (TIP)


LOCAL GOVERNMENT ACTION NEEDED: Provide Regionally Significant Projects that have dedicated local funds between July 1, 2020 and June 30, 2025

BACKGROUND: The TPO updates and adopts the TIP each year for submittal to FDOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Projects within the urbanized area must appear in the TIP in order to receive state and federal funding.

The FY 2021-2025 TIP process began in July 2019, when Project Priorities were adopted by the TPO and then submitted to FDOT. The Project Priorities are then used to develop the FDOT FY 2021-2025 Tentative Five-Year Work Program. The Tentative Five-Year Work Program is the primary source of information for the TIP. The FDOT Work Program and the TIP are consistent with the TPO's adopted priorities to the extent feasible. Projects are based on FDOT maintenance requirements, the TPO Long Range Transportation Plan (LRTP), Transportation Systems Management (TSM) studies, Transportation Alternatives Project (TAP) Priorities, and Aviation and Transit Master Plans. Projects listed in the TIP are subject to amendment as necessary by the TPO at any time during the year. The TIP has been developed through coordination with FDOT, and local governments.

The draft Okaloosa-Walton TPO FY 2021-2025 TIP will be posted online prior to the May 2020 TPO and advisory committee meetings. An e-mail including a link to the document will be sent to the members. The draft Okaloosa-Walton TPO FY 2021-2025 Transportation Improvement Program will be accessible by clicking on the following link


The following is the Public Involvement element for the Transportation Improvement Program.

- Provide reasonable public access to technical and policy information used
- Provide adequate public notice of public involvement activities and time for public review and comment at key decisions, such as but not limited to the approval of the TIP
• Demonstrate explicit consideration and response to public input received during plan development process
• Make the TIP drafts and final documents available on the TPO website at www.ecr.org, a print copy of the current plan is available upon request
• Hold public meetings at convenient times and accessible locations
• Seek out and consider the needs of those traditionally underserved by existing transportation systems, including but not limited to, low-income and minority households
• Coordinate with the statewide transportation planning public involvement and consultation processes under 23 C.F.R. Subpart B, as described in the FDOT MPO Program Handbook
• Periodically review the effectiveness of the procedures and strategies contained in the participation plan
• When significant written and oral comments are received on a draft TIP as a result of public involvement, a summary, analysis, and report on the disposition of comments shall be made part of the final documents
• If the final TIP differs significantly from the one made available for public comment or raises new material issues, an additional opportunity for public comment must be made available
• When the Metropolitan Planning Area (MPA) includes Indian Tribal Lands, the TPO shall appropriately involve the Indian Tribal Government(s)
• When the MPA includes federal public lands, the TPO shall appropriately involve the federal government

RECOMMENDED ACTION: This item is for review this month and adoption in July. Please review and provide comments to Gary Kramer gary.kramer@ecrc.org at (850) 332-7976 Ext. 219 by May 27, 2020.
ENCLOSURE L
INFORMATION ITEMS
ALL COMMITTEES

- TCC and CAC February 2020 Meeting Minutes
- O-W TPO February 2020 Actions Report
- CAC Resignation Letter from Mr. John McGee
- DEO Letter
- Letter from TPO to FDOT in support of adding lighting to US 331 Choctawhatchee Bay Bridge
- 2020 FL-AL TPO Schedule

For more information, please contact Mr. Cameron Smith, ECRC Staff, at 850-332-7976 ext. 207, or Cameron.smith@ecrc.org.
OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION
(TCC) MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
Okaloosa-Walton Administration Building 1250 Eglin Parkway, Shalimar, Florida
February 20, 2020

MEMBERS ATTENDING:
Trae Duley – Chair City of Crestview
Matthew Lambert – Vice Chair Walton County
Kyle Lusk City of Crestview
Scott Bitterman Okaloosa County
Chris Frassetti City of Fort Walton
Latilda Hughes-Neel City of Freeport
Tom Tolbert Eglin Air Force Base
Jeff Morgan Okaloosa County Sheriff’s Office

MEMBERS NOT IN ATTENDANCE:
Van Fuller Midbay Bridge Authority
Keith Cutshaw Hurlburt Field
Kelly Schultz City of Defuniak Springs
Joe Bodi City of Destin
Daniel Payne City of Fort Walton Beach
Robert Herbstreith City of Mary Esther
Bruce Price City of Niceville
Joel Paul Tri County Community Council
Robert Roof Eglin Air Force Base
Beckie Williams FL Dept of Children & Families
Bill Smith Okaloosa County School District
Abra McGill Okaloosa County
Roger Rogers Okaloosa County Airways
Keith Williams Town of Cinco Bayou
Dawn Aymami Hurlburt Field
Joseph Preston Walton County
Chance Powell Walton County
Michelle Doggett Walton County School District
Jim Hicks Walton County School District

OTHERS ATTENDING:
Bryant Paulk FDOT
Corey Wilkinson HDR
Lennie Zwibel City of Fort Walton Beach
Dana McIntyre Hurlburt Field
Michelle Doggett Walton County Sheriff’s Department

EMERALD COAST REGIONAL COUNCIL STAFF
Austin Mount
Mary Beth Washnock
Mary Jo Gustave
A. CALL TO ORDER/PLEDGE – Chairman Trae Duley

B. APPROVAL OF AGENDA
Mr. Matthew Lambert with Walton County said he would like to give a brief presentation on a project in Walton County and asked that it be added to the agenda.

Ms. Hughes-Neel moved to approve the amended agenda; Mr. Morgan seconded the motion and it was unanimously approved.

C. PUBLIC FORUM
There were no speakers from the public.

D. FDOT UPDATE: Mr. Bryant Paulk, AICP, Florida Department of Transportation (FDOT) Urban Liaison

Mr. Paulk stated that FDOT has two public meetings coming up. He said the first meeting is an aesthetics workshop for the Brooks Bridge replacement project. He stated that the meeting will be held on Thursday April 2, 2020 from 5:00 p.m. until 6:30 p.m. at the Emerald Coast Convention Center, Fort Walton Beach, FL

Mr. Paulk stated that the second meeting is a Transportation Alternatives meeting and will be held at Destiny Worship Center on HWY 331, Freeport, FL, on Tuesday April 7, 2020 from 5:30 p.m. until 6:30 p.m.

E. CONSENT:
1. ALL COMMITTEES – Approval of December 2019 Meeting Minutes

Ms. Hughes-Neel moved to approve the December 2019 meeting minutes as written; Mr. Bitterman seconded the motion and it was unanimously approved.

F. ACTION:
1. ENCLOSURE A – ALL COMMITTEES Request to Proceed with Amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to Include Needs Plan and Cost Feasible Plan for SR 85 at P.J. Adams Parkway Intersection Improvement and the Santa Rosa Island Bridge to Bridge Multi-Use Path and to Only Amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road Intersection Realignment and Improvement and U.S. 90 from SR 4 to Antioch Road – Ms. Jill Lavender, ECRC Staff

Ms. Lavender presented, stating that Okaloosa County is requesting to amend the TPO’s Long Range Transportation Plan, including the Needs Plan and the Cost Feasible plan to include these
four projects. She stated that in April 2020 the amendments will be presented to the TPO for the final action.

Mr. Lambert moved to recommend that the TPO proceed with amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to include SR 85 at P.J. Adams Parkway intersection improvement and the Santa Rosa Island Bridge to Bridge multi-use path and to only amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road intersection realignment and improvement and U.S. 90 from SR 4 to Antioch Road. Ms. Hughes-Neel seconded the motion and it was unanimously approved.

2. ENCLOSURE B – ALL COMMITTEES Consideration of Resolution O-W 20-01 Adopting Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff

Mr. Kramer stated that adopting the targets for Safety Performance Measures was up for review in December 2019. He stated that rule makings for safety, bridge and pavement for system performance were established by the Federal Highway Administration between 2016 and 2017. He stated that bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018. He stated that they do not need to be adopted again until April 1, 2023.

Mr. Kramer stated that targets for Safety Performance Measures need to be adopted annually by February 27 for the five categories listed in the enclosure.

Mr. Kramer stated that the TPO can accept the FDOT targets or establish their own targets. He stated that for the past two years the TPO has accepted the FDOT targets.

Ms. Hughes-Neel moved to authorize the TPO chairman to sign resolution O-W 20-01, adopting Targets for Safety Performance Measures; Mr. Lambert seconded the motion and it was unanimously approved.

3. ENCLOSURE C – ALL COMMITTEES Consideration of Resolution O-W 20-02 Modifying the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to Include a Lighting Plan and Authorizing Execution of Consultant Task Order – Ms. Jill Lavender, ECRC Staff

Ms. Lavender stated that approximately two years ago the TPO adopted the Beal Parkway Corridor Management Plan. She stated that the project was under budget. She stated those dollars are allocated for that specific corridor as well as planning purposes.

Ms. Lavender stated that an additional lighting study could be done in order to use the extra dollars.

Mr. Frassetti moved to recommend that the TPO authorize the TPO chairman to sign Resolution O-W 20-02, approving the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to include a lighting plan and authorizing execution of the consultant task order; Mr. Morgan seconded the motion and it was unanimously approved.

Mr. Wilkinson presented stating that the Transportation Alternative Program is a program with federal dollars administered by the state. He stated that the dollars are set aside for small scale transportation projects including trails and sidewalks. He stated that the district has $3 million to work with.

Mr. Wilkinson explained the process by which the projects are ranked. He stated that projects are ranked by holding a workshop to review the applications, review the scoring criteria and make any adjustments to the score.

Mr. Bittermann moved to authorize the TPO chairman to adopt the 2020 Transportation Alternatives (TA) set-aside ranked projects for FDOT District 3 Fiscal Year 2022-2026 Tentative Work Program; Mr. Lambert seconded the motion and it was unanimously approved.

5. ENCLOSURE E – CAC AND TPO ONLY Consideration of Citizen’s Advisory Committee (CAC) Bylaw Update – Ms. Brittany Ellers, ECRC Staff

6. Add on item – Consideration of a Lighting Study for the Highway 331 Bridge over Choctawhatchee Bay – Mr. Matthew Lambert, Senior Planner, Walton County

Mr. Matthew Lambert, Senior Planner, Walton County stated that some commissioners and Public Works staff requested that the following projects be presented to the TPO. He stated that the Highway 331 bridge across the Choctawhatchee Bay does not have lighting. He is asking for support for a study.

Commissioner Glidewell stated that there was unanimous support from the Walton County BOCC for this study. He stated that the sheriff requested the study be done.

There was general discussion.

Ms. Hughes-Neel moved to recommend that the TPO authorize the O-W TPO chairman to sign a letter of support of Walton County’s request to complete a light study on Highway 331 Bridge across Choctawhatchee Bay. Ms. Doggett seconded the motion and it was unanimously approved.

G. PRESENTATIONS: (no action required):

1. ENCLOSURE F- ALL COMMITTEES Review of the Draft Fiscal Year (FY) 2020/2021 and 2021/2022 Unified Planning Work Program (UPWP) Mr. Cameron Smith, ECRC Staff

Ms. Washnock presented, stating that the UPWP is the two-year budget and work tasks for the TPO process, which includes staff time, consultant time and all plans that are required.

Ms. Ellers stated that the plan was last adopted in 2017, and that it is recommended that it be reviewed annually and be updated every other year.

Ms. Ellers stated that the major changes to the plan are updated links to show how the public can get involved as well as the performance measures.

H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K– ALL COMMITTEES

   • TCC and CAC December 2019 Meeting Minutes
   • OW TPO December Actions Report
   • 2020 OW TPO Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be April 16, 2020 at 3:00 p.m. at the DeFuniak Springs Community Center, 361 North 10th Street, DeFuniak Springs, Florida. The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.

J. ADJOURNMENT

Stay up to date with TPO events and activities on Facebook: www.facebook.com/EmeraldCoastRegionalCouncil or by subscribing to the Okaloosa-Walton TPO Interested Parties list: http://eepurl.com/dqlsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 1:59 p.m.
MEMBERS ATTENDING:
Jim Wood, Chairman
Charles Dean Covey, Vice Chair
Alex Barthe
Don Cleveland
Yvonne Earle
Douglas Bacon

MEMBERS NOT IN ATTENDANCE:
Steve Czonstka
Rodney Salisbury
Becky Brice-Nash
L. A. Woodall
Alvin Blocker
Bill Ready
James Penrod
John McGee
Yvonne Earle
Matthew Cox

OTHERS ATTENDING:
Christy Johnson, FDOT
Corey Wilkinson, HDR Engineering
RJ Rennie Citizen

EMERALD COAST REGIONAL COUNCIL STAFF
Austin Mount
Mary Beth Washnock
Mary Jo Gustave
Gary Kramer
Jill Lavender
Caitlin Cerame
Brittany Ellers

A. CALL TO ORDER/PLEDGE – Chairman Jim Wood

B. APPROVAL OF AGENDA

Mr. Barthe moved to approve the agenda; Mr. Covey seconded the motion and it was unanimously approved.
Chairman Wood acknowledged Mr. Douglas Bacon's years of dedication to the CAC committee and thanked him.

Mr. Douglas Bacon thanked the committee for their acknowledgement and said it was a privilege to work with them. He stated that he was no longer able to continue on the committee due to physical reasons.

C. PUBLIC FORUM

There were no speakers from the public.

D. FDOT UPDATE: Ms. Christy Johnson, AICP, Florida Department of Transportation (FDOT) Urban Liaison

Ms. Johnson stated Thursday April 2, 2020 from 5:00 p.m. until 6:30 p.m. FDOT will have an aesthetics workshop for the Brooks Bridge replacement project. She stated that the meeting will be held at the Emerald Coast Convention Center, Fort Walton Beach, FL.

Ms. Johnson stated that a second meeting will be held for the PD&E Project on SR 20 at Destiny Worship Center, Freeport, FL, on Tuesday April 7, 2020 from 5:30 p.m. until 6:30 p.m.

Ms. Johnson stated that Henderson Beach Road would be closed due to the widening project on HWY 98.

E. CONSENT:

1. ALL COMMITTEES – Approval of December 2019 Meeting Minutes

Mr. Barthe moved to approve the December 2019 meeting minutes; Ms. Earle seconded the motion and it was unanimously approved.

F. ACTION:

1. ENCLOSURE A – ALL COMMITTEES Request to Proceed with Amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to Include Needs Plan and Cost Feasible Plan for SR 85 at P.J. Adams Parkway Intersection Improvement and the Santa Rosa Island Bridge to Bridge Multi-Use Path and to Only Amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road Intersection Realignment and Improvement and U.S. 90 from SR 4 to Antioch Road – Ms. Jill Lavender, ECRC Staff

Ms. Lavender presented, stating that Okaloosa County is requesting to amend the TPO's Long Range Transportation Plan, including the Needs Plan and the Cost Feasible Plan to include these four projects. She stated that the amendments will be presented to the TPO for the final action in April.

Ms. Lavender stated that if the TPO approves the amendment today public outreach will follow. She stated that it will then be brought back to the TPO in April for consideration to amend the Long-Range Transportation Plan (LRTP).
There was general discussion.

Mr. Barthe moved to recommend that the TPO authorize the TPO staff to proceed with amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to include SR 85 at P.J. Adams Parkway intersection improvement and the Santa Rosa Island Bridge to Bridge multi-use path and to only amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road intersection realignment and improvement and U.S. 90 from SR 4 to Antioch Road. Mr. Covey seconded the motion and it was unanimously approved.

2. ENCLOSURE B – ALL COMMITTEES Consideration of Resolution O-W 20-01 Adopting Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff

Mr. Kramer stated that adopting the targets for Safety Performance Measures was up for review in December 2019. He stated that rule makings for safety, bridge and pavement for system performance were established by the Federal Highway Administration between 2016 and 2017. He stated that bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018 and that they do not need to be adopted again until April 1, 2023.

Mr. Kramer stated that targets for Safety Performance Measures need to be adopted annually by February 27 for the five categories listed in the enclosure.

Mr. Kramer stated that the TPO can accept the FDOT targets or establish their own targets. He stated that for the past two years the TPO has accepted the FDOT targets.

Mr. Covey moved to recommend that the TPO authorize the TPO chairman to sign resolution O-W 20-01, adopting targets for Safety Performance Measures; Ms. Earle seconded the motion and it was unanimously approved.

3. ENCLOSURE C – ALL COMMITTEES Consideration of Resolution O-W 20-02 Modifying the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to Include a Lighting Plan and Authorizing Execution of Consultant Task Order – Ms. Jill Lavender, ECRC Staff

Ms. Lavender stated that approximately two years ago the TPO adopted the Beal Parkway Corridor Management Plan. She stated that the project was under budget, so there are excess funds available. She said those dollars are allocated for that specific corridor as well as for planning purposes.

Ms. Lavender stated that an additional lighting study could be done in order to use the extra dollars.

There was general discussion.

Mr. Covey moved to recommend that TPO authorize the TPO chairman to sign Resolution O-W 20-02, approving the scope of services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to include a dark sky lighting fixture design.
plan and authorizing execution of consultant task order; Mr. Barthe seconded the motion and it was unanimously approved.


Mr. Wilkinson presented, stating that the Transportation Alternative Program is a program with federal dollars administered by the state. He stated that the dollars are set aside for small scale transportation projects including trails and sidewalks. He stated that the district has $3 million to work with.

Mr. Wilkinson explained the process in which the projects are ranked. He stated that projects are ranked by holding a workshop to review the applications, review the scoring criteria and score them according to the criteria. He stated the final application are due at the end of February.

There was general discussion.

Mr. Barthe moved to recommend that the TPO authorize the TPO chairman to adopt the 2020 Transportation Alternatives (TA) set-aside ranked projects for FDOT District 3 Fiscal Year 2022-2026 Tentative Work Program; Ms. Earle seconded the motion and it was unanimously approved.

5. ENCLOSURE E – CAC AND TPO ONLY Consideration of Citizen’s Advisory Committee (CAC) Bylaw Update – Ms. Brittany Ellers, ECRC Staff

Ms. Ellers presented a proposed update to the bylaws; adding a nomination process for CAC membership. She stated that ECRC would be reaching out to each TPO member for a nomination to the CAC membership.

Ms. Ellers stated that the proposal also includes six at large seats to be filled by applicants from the community directly that do not go through a nominating process. There are no term limits.

There was general discussion.

Mr. Barthe moved to recommend that the TPO approve and update the bylaws of the Citizens’ Advisory Committee regarding membership; Mr. Covey seconded the motion and it was unanimously approved.

G. PRESENTATIONS: (no action required):

1. ENCLOSURE F- ALL COMMITTEES Review of the Draft Fiscal Year (FY) 2020/2021 and 2021/2022 Unified Planning Work Program (UPWP) Mr. Cameron Smith, ECRC Staff

Ms. Washnock presented stating the UPWP is the two-year budget and work tasks for the TPO process, which includes staff time, consultant time and all plans that are required.

Ms. Ellers stated that the plan was last adopted in 2017, and that it is recommended that it be reviewed annually and updated every other year.

Ms. Ellers stated that the major changes to the plan are updated links to show how the public can get involved, as well as the performance measures.

**H. INFORMATION ITEMS** (no presentation necessary):

1. **ENCLOSURE K – ALL COMMITTEES**
   - TCC and CAC December 2019 Meeting Minutes
   - OW TPO December Actions Report
   - 2020 OW TPO Schedule

**I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be April 16, 2020 at 3:00 p.m. at the DeFuniak Springs Community Center, 361 North 10th Street, DeFuniak Springs, Florida. The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.**

**J. ADJOURNMENT**

Stay up to date with TPO events and activities on Facebook: www.facebook.com/EmeraldCoastRegionalCouncil or by subscribing to the Okaloosa-Walton TPO Interested Parties list: http://eepurl.com/dqlsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 10:32 a.m.
MEMORANDUM

DATE: February 26, 2020

TO: Mr. Bryant Paulk, AICP, FDOT Urban Liaison
    Ms. Christy Johnson, AICP, FDOT Urban Liaison

COPIES TO: OW TPO, TCC, and CAC Members

FROM: Cameron Smith, Transportation Program Coordinator

RE: TPO Actions Report – February 2020

The following items were discussed and acted upon by the Okaloosa-Walton Transportation Planning Organization (TPO) at the February 20, 2020 meeting. The TPO requests the Florida Department of Transportation (FDOT) to share this report with the appropriate department directors and to take action if requested by the TPO. Copies are sent to local government representatives for coordination with local plans.

LONG RANGE TRANSPORTATION PLAN

The TPO approved a Request to Proceed with Amending the Okaloosa-Walton 2040 Long Range Transportation Plan Needs and Cost Feasible Plans to Include Needs Plan and Cost Feasible Plan for SR 85 at P.J. Adams Parkway Intersection Improvement and the Santa Rosa Island Bridge to Bridge Multi-Use Path and to Only Amend the Needs Plan for P.J. Adams Parkway and Crab Apple Avenue/Antioch Road Intersection Realignment and Improvement and U.S. 90 from SR 4 to Antioch Road.

PERFORMANCE MEASURES

The TPO approved Resolution O-W 20-01 Adopting Targets for Safety Performance Measures. This action was recommended to comply with the February 27, 2020 deadline to remain in compliance with the federal and state regulations for transportation planning.

CORRIDOR MANAGEMENT PLANNING

The TPO approved Resolution O-W 20-02 Modifying the Scope of Services for the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Corridor Management Plan to Include a Lighting Plan and Authorizing Execution of Consultant Task Order. This action was recommended to expedite approval of the Scope of Services.
TRANSPORTATION ALTERNATIVE PROGRAM (TA SETASIDE)

The TPO approved Resolution O-W 20-03 Adopting the 2020 Transportation Alternatives (TA) Set-Aside Ranked Projects for FDOT District 3 Fiscal Year 2022 – 2026 Tentative Work Program. This action was recommended because all requirements of the competitive process have been met.

CITIZENS ADVISORY COMMITTEE

The TPO approved Resolution O-W 20-04 Amending the Okaloosa-Walton TPO’s Citizens’ Advisory Committee (CAC) Bylaws Regarding Membership Recruitment and Procedures. This action was recommended to secure a CAC membership more reflective of the Okaloosa-Walton TPO areas demographics.

TPO ADMINISTRATION

The TPO approved the minutes from the December 2019 meeting.

ADD ON ITEM:

The TPO approved a recommendation to send a letter to FDOT requesting consideration of adding lighting to the Choctawhatchee bridge. This action was recommended based on a request and resolution from the Walton County Board of County Commissioners.
February 11, 2020

Mary Beth Washnock  
Transportation Manager  
Emerald Coast Regional Council  
P.O. Box 11399  
Pensacola, FL 32524

Dear Mary Beth:

Due to current obligations, I find that I can no longer remain a member of the Citizen’s Action Committee. Please use this letter as my notice to resign.

I have enjoyed my time on the committee and wish the TPO continued success.

Sincerely,

John C. McGee  
Chairman & CEO
The Honorable Nathan Boyles, Chairman
Okaloosa-Walton Transportation Planning Organization
Emerald Coast Regional Council
4081 East Olive Road, Suite A
Pensacola, Florida 32514

Dear Chairman Boyles:

Thank you for submitting the Okaloosa-Walton Transportation Planning Organization (TPO) Transportation Improvement Program (TIP) for fiscal years 2019/2020 through 2023/2024. In accordance with Section 339.175(8)(g), Florida Statutes, the Department of Economic Opportunity reviews each TPO’s annual TIP for consistency with the comprehensive plans of affected local governments for the purpose of identifying projects that are inconsistent with those plans.

Consistency between the TIP and local government comprehensive plans is important: transportation projects developed with federal aid require consistency with local plans to the extent feasible; and, inclusion of TIP projects in local government comprehensive plans serves as an acknowledgement of those local governments’ support for the projects.

Our review determined that the following new project included in the Okaloosa-Walton TPO TIP appears to be inconsistent with the applicable comprehensive plans:

- FPN #: 2201712, State Road 85 South Ferdon Boulevard – Add Lanes and Reconstruct, from State Road 123 Roger J. Clary Highway to Mirage Avenue (City of Crestview and Okaloosa County).

The project referenced above is not reflected in the City of Crestview and Okaloosa County comprehensive plans. To obtain consistency between the TIP and the comprehensive plan, the local government may make appropriate adjustments through amendments to its respective comprehensive plan, such as revising the Future Transportation Map or, for projects where construction is planned to begin within the next five years, revising the Five-Year Schedule of Capital Improvements. Alternatively, the local government may work with the TPO to modify the TIP to make this project consistent with the comprehensive plan in its current form.

In recognition of the importance of consistency between the TIP and local government comprehensive plan, a copy of this letter will be transmitted to the City of Crestview and Okaloosa County.
By providing this information to all affected parties, it is our intent to facilitate further coordination on new TIP projects as well as to provide the opportunity to identify and resolve any potential issues in a timely manner.

We appreciate your ongoing commitment to coordinate with your member local governments to ensure that the transportation projects in your TIP are consistent with local government comprehensive plans. Should you have any questions concerning this determination or the review process, please contact Matt Preston at (850) 717-8490, or matt.preston@deo.myflorida.com.

Sincerely,

[Signature]

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/mp

cc: Austin Mount, Chief Executive Officer, Florida-Alabama TPO
Erika Thompson, Statewide Metropolitan Planning Coordinator, FDOT
March 5, 2020

Phillip Gainer, Secretary
Florida Department of Transportation, District III
1074 Hwy. 90 E.
Chipley, Fl 32428-0607

Dear Secretary Gainer:

At the February 20th Okaloosa-Walton TPO meeting, the Board directed sending this recommendation letter in support of the Florida Department of Transportation providing roadway lighting on the US 331 Choctawhatchee Bay Bridge (Clyde B. Wells Bridge). It was expressly conveyed by those members present that while some other bridges in the area have roadway lighting maintained by the state, the Choctawhatchee Bay Bridge currently does not have such lighting and that safety is a primary concern from residents.

Attached is a resolution from Walton County supporting the lighting on the bridge. If you have any questions please feel free to contact myself or our Transportation Manager, Mary Beth Washnock, at 850-332-7976 ext. 228 or marybeth.washnock@ecrc.org.

Sincerely,

Nathan Boyles,
Chairman
On the right are the 2020 scheduled meeting dates for the Okaloosa-Walton County Transportation Planning Organization Board and Committees. More information will be released as soon as it is available.

Meeting schedule details are subject to change. For updates and agendas, please visit ecrc.org

For more information please contact Cameron Smith, at 800-226-8914 ext. 207 or email cameron.smith@ecrc.org.

Board and Committees meet at the following times:

- **CAC Meeting Time**
  - 9:30 a.m.
- **TCC Meeting Time**
  - 1:30 p.m.
- **TPO Meeting Time**
  - 3:00 p.m.

**OW TPO DATES:**

- **May 21**
  - NEW DATE
  - Location: Virtual Meeting Presentation
  - Virtual Meeting Information Forthcoming

- **July 16**
  - NEW DATE
  - Location: TBD

- **September 17**
  - Location: DeFuniak Springs Community Center
    - 361 North 10th Street, DeFuniak Springs, FL

- **December 10**
  - Location: Okaloosa County Administration Building
    - Training Room, 1250 Eglin Parkway, Shalimar, FL

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