MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION
Thursday, February 20, 2020 3:00 p.m.

Okaloosa County Administration Building
Okaloosa Board of County Commission Chambers
1250 Eglin Parkway, Shalimar, Florida

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

A. CALL TO ORDER/PLEDGE – Chairman Nathan Boyles

B. 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.

C. PUBLIC FORUM
Please obtain a speaker request form from ECRC staff. Speakers are asked to limit their remarks to five minutes.

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

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

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

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*


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

**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*


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

ENCLOSURE H – 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](http://www.facebook.com/EmeraldCoastRegionalCouncil) or by subscribing to the Okaloosa-Walton TPO Interested Parties list: [http://eepurl.com/dq1syH](http://eepurl.com/dq1syH)

Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at [cameron.smith@ecrc.org](mailto:cameron.smith@ecrc.org)
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.

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.
MEMBERS ATTENDING:
Nathan Boyles, Chairman  Okaloosa County Commissioner
Carolyn Ketchel  Okaloosa County Commissioner
J.B. Whitten  City of Crestview Mayor
Andrew Rencich  Crestview City Council
Charlotte McKamy  Mary Esther City Council
Skip Overdier  City of Destin
Todd Bierbaum  DeFuniak Springs City Council
Dick Rynerason  Fort Walton Beach
Amy Jamieson  Fort Walton City Council
Kelley Windes  Okaloosa County Commissioner
Graham W Fountain  Okaloosa County Commissioner
Danny Glidewell  Walton County Commissioner

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

MEMBERS NOT IN ATTENDANCE:
Christine Wasdin  City Commissioner
Judy Boudreaux  Niceville City Council
Bill Chapman  Walton County Commissioner
Trey Nick  Walton County Commissioner
Elizabeth Haffner  City of Freeport
Joe Blocker  Crestview City Council
Chatham Morgan  City of Destin Council

OTHERS ATTENDING:
Bryant Paulk  FDOT
Steve Holsinger  Mary Esther
Margaret McLemore  Mary Esther
Scott Bitterman  Okaloosa County
Leigh Moore  Scenic Walton
Ben Faust  DRMP

EMERALD COAST REGIONAL COUNCIL STAFF
Austin Mount
Mary Beth Washnock
Cameron Smith
Tiffany Bates
Gary Kramer
Jill Lavender
Caitlin Cerame
A. CALL TO ORDER/PLEDGE – Chairman Nathan Boyles

B. APPROVAL OF AGENDA

Councilman Rencich moved to approve the agenda; Commissioner Fountain seconded the motion and it was unanimously approved.

C. PUBLIC FORUM

There were no speakers from the public.

Mr. Austin Mount presented to the board, stating that the City of Defuniak Springs has approached the TPO and FDOT with a proposal for a project they would like to pursue on highway 90 in downtown Defuniak Springs. He stated that the project is intended to make the road more pedestrian friendly, including traffic calming measures with possibly reducing the number of lanes from 5 to 3. Mr. Mount stated that a feasibility study would need to be completed before the TPO would be able to prioritize it.

Councilman Bierbaum stated that the City of Defuniak Springs did pass a resolution in support of the project.

Commissioner Fountain stated that Walton County passed a resolution in support of the project as well.

There was discussion regarding decreasing the capacity of the road and not being able to easily reverse this action in the event of a population growth.

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

Mr. Paulk reported that the John Sims Parkway/Tom’s Bayou Bridge is being replaced. He stated that all traffic will be shifted to the south bound bridge and transformed from 4 lanes to 3 lanes. There will be a reversible lane instituted during construction in order to help with heavy traffic flow during peak travel times.

E. CONSENT:

1. ALL COMMITTEES – Approval of October 2019 Meeting Minutes

Commissioner Glidewell moved to approve the October 2019 meeting minutes; Councilwoman McKamy seconded the motion and it was unanimously approved.
F. ACTION:

1. ENCLOSURE A – TPO ONLY Appointment of an Okaloosa-Walton County TPO Member and Alternate to Serve on the Metropolitan Planning Organization Advisory Council (MPOAC) FOR Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

Ms. Washnock stated that a member and an alternate need to be appointed to serve on the Metropolitan Planning Organization Advisory Council. She stated that Mayor Rynearson is currently the primary member and Mayor Whitten is currently the alternate.

Mayor Rynearson stated that he would like to remain as the primary member on the council.

Councilwoman Jamison moved to nominate Mayor Rynearson to serve as the MPOAC primary member for Calendar Year 2020; Commissioner Fountain seconded the motion and it was unanimously approved.

Mayor Whitten stated that he would like to remain as the alternate.

Commissioner Fountain moved to nominate Mayor Whitten to serve as the MPOAC alternate member for Calendar Year 2020; Councilwoman Jamieson seconded the motion and it was unanimously approved.

2. ENCLOSURE B – TPO ONLY Appointment of an Okaloosa-Walton TPO Board Member to Attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Official in Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

Ms. Washnock asked for volunteers to attend. The dates, times as well as locations for both trainings were on a flyer that was handed out to everyone prior to the meeting.

Councilman Rencich stated that he would be interested in attending.

Commissioner Glidewell stated that he would attend the training in March 2020.

Judge Maney said if a non-voting member could attend he would like to attend.

Ms. Washnock stated that she would check.

Commissioner Fountain moved to nominate Councilman Rencich, Commissioner Glidewell and Judge Maney to attend the 2020 Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop. Councilwoman Jamieson seconded the motion and it was unanimously approved.

G. PRESENTATIONS: (no action required):

Ms. Washnock introduced Mr. Ben Faust with DRMP and stated that he would be presenting the ITS/ATMS update.
Mr. Faust stated that he is a traffic engineering consultant working with Emerald Coast Regional Council. He presented different ways to improve capacity on the roadways. He stated that one way is to add lanes to the roadways. Other ways include arterial traffic management systems, incident management, monitoring the system on a real time basis, developing better evacuation scenarios, as well as event and parking traffic management.

Mr. Faust reviewed both the strategies that are incorporated in the Transportation Systems Management & Operations (TSM&O) and Advanced Traffic Management System (ATMS) approaches. He stated that roadway monitoring, travel time information, getting measurements of how well traffic is moving in order to be responsive to any declines in traffic efficiency, traffic signal detection, as well as pedestrian & transit data collection, are all things to consider in order to improve traffic flow. Mr. Faust stated that communication was the most important part of the system.

He stated that maintenance and construction are also a large part of the strategy and making sure that there are enough funds when entering an interlocal agreement.

Mr. Faust stated that emergency management plays a role in making sure that the daily traffic flow is maintained and that lanes are cleared for traffic. He stated that emergency preemption also plays a roll and that the updates system helps it run more efficiently.

He stated that travel information systems provide travelers information through digital signs. He said that another element of that is the smart cars giving travel information to drivers.

Mr. Faust further discussed the benefits of technology of roadway efficiency and safety.

There was general discussion.

1. ENCLOSEURE C – CAC & TPO ONLY Consideration of Citizens’ Advisory Committee (CAC_Bylaw Update – Ms. Annie Walthall, ECRC Staff

Ms. Walthall stated that ECRC staff has reviewed and refined the CAC section of the bylaws. She stated that ECRC is working on getting a focus group together in order to have the bylaws finalized. She stated that ECRC would be seeking action in February.

2. ENCLOSEURE D – ALL COMMITTEES Implementation of Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented the Targets for Safety Performance Measures stating that they were an emerging issue initiated by the Federal Highway Administration during the development of the 2040 Long Range Transportation Plan. He stated that rule makings for safety, bridge, pavement and system performance were established by the Federal Highway Administration in 2016-2017. Bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018. He said they don’t need to be adopted again until April 1, 2023. Targets for safety performance measures must be adopted annually by February 27th for all 5 categories.
3. **ENCLOSURE E – ALL COMMITTEES Regional Bicycle and Pedestrian Working Group – Ms. Caitlin Cerame, AICP, ECRC Staff**

Ms. Cerame presented on the regional bicycle and pedestrian working group, stating that the Okaloosa – Walton TPO would be collaborating with other TPOs in the region. She stated that the group would be working on projects that are multijurisdictional and that cross jurisdictional boundaries. She stated that there would be an exploratory meeting held in early 2020.

4. **ENCLOSURE F – TPO ONLY Northwest Florida Regional Transportation Organization Roster Review – Ms. Caitlin Cerame, ECRC Staff**

Ms. Cerame presented the roster review, stating that there will be a meeting in February to review applications as well as to possibly update the rural transportation plan. Ms. Cerame stated that staff will be reaching out to TPO members to confirm members and alternates that are currently listed.

Ms. Washnock stated that 7 people are needed to attend the meeting in order to meet quorum, and that 1 person from Okaloosa or Walton county is needed in attendance.

Ms. Washnock introduced Ms. McKamy, Councilwoman with the City of Mary Esther.

Ms. McKamy thanked the TPO members on behalf of Mary Esther citizens for working together with Hurlburt Field, Eglin Air Force Base and the City of Mary Esther to come up with alternative solutions for roadway issues in Mary Esther.

Ms. McKamy presented the alternative options for roadways in Mary Esther, stating that the City of Mary Esther has passed a resolution that will commit $50,000 to a feasibility study for these projects.

There was discussion regarding some of the alternatives whether they would accomplish what the City of Mary Esther wants it to accomplish.

Ms. Washnock provided an update on Mobility Week and thanked Commissioner Ketchel and Councilman Overdier for participating in the event.

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

1. **ENCLOSURE K – ALL COMMITTEES**

   - TCC and CAC October Meeting Minutes
   - OW TPO October Actions Report
   - TIP Amendment Letter - 5305
   - TIP Amendment Letter – Performance Measures
   - TIP Amendment Letter – SR 8 (SR County Line to West of CR 189)
   - TIP Amendment Letter – SR 8 (CR 189 to 2 miles West of Wilkerson Bluff Road)
   - TIP Amendment Letter – SR 8 (Wilkerson Bluff Rd to East of Yellow River)
   - TIP Amendment Letter – SR 8 (East of Yellow River to SR85 – Ferdon Blvd)
   - Transportation Alternatives Workshop Flyer
• 2020 Legislative Priorities – MPOAC
• 2020 OW TPO Tentative Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be February 20, 2019 at 3:00 p.m., Okaloosa County Administration Building, 1250 Eglin Parkway, Shalimar, 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/dqIsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 4:25 p.m.
ENCLOSURE A
ENCLOSURE A  
ALL COMMITTEES

SUBJECT: 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

ORIGIN OF SUBJECT: Okaloosa County

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 Plan amendment request is for SR 85 at P.J. Adams Parkway intersection improvement, the Santa Rosa Island Bridge to Bridge Multi-Use Path, P.J. Adams Parkway & Crab Apple Avenue/Antioch Road Intersection realignment and improvement, and U.S. 90 from SR 4 to Antioch Road.

**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

**SR 85 at P.J. Adams Parkway Intersection Improvement (See attached map for location)**

The Southwestern Crestview Bypass will funnel additional traffic to the intersection of SR 85 & P.J. Adams Parkway.

Extra capacity can be provided through the intersection installing an additional right turn lane for the eastbound to southbound movement. Permanent signal poles are needed and should be installed in locations to allow additional through lanes on SR 85.

Sidewalks are being added to P.J. Adams Parkway and to SR 85 through funded construction projects. The intersection improvement at SR 85 & P.J. Adams Parkway should include 700 feet of sidewalk on the south side of P.J. Adams Parkway directly west of SR 85.

This project is not currently in the 2040 Long Range Transportation Plan Needs Plan or Cost Feasible Plan. This amendment updates the costs in the Needs Plan and funds the Design, Right of Way, and Construction phases in the Cost Feasible Plan with non-Strategic Intermodal System (non-SIS) funds. This amendment was requested by Okaloosa County.
Santa Rosa Island Bridge to Bridge Multi-Use Path (See attached map for location)

The Bridge to Bridge multi-use path is a proposed paved pathway within the Florida Department of Transportation right-of-way along a portion of U.S. 98 on Santa Rosa Island. The pathway would span from Pier Road, which is the location of the east touchdown for the proposed Brooks Bridge replacement (separate project), to the western foot of Marler Bridge. The pathway would be 12 feet wide and 4.3 miles long.

The project would include construction of the pathway, safety barriers where necessary, fencing to protect Eglin Air Force Base (AFB) protective buffers and areas (environmentally sensitive areas), and upgraded parking areas at three Eglin AFB designated beach access points adjacent to the pathway.

The Florida Greenways and Trails System (FGTS) Plan identifies the project area, as well as adjacent pathways west and east of the project area, as “Land Trail Priority,” which is an area necessary for completion of the FGTS.

This project is not currently in the 2040 Long Range Transportation Plan Needs Plan or Cost Feasible Plan. This amendment updates the costs in the Needs Plan and funds the Design and Construction phases in the Cost Feasible Plan with non-Strategic Intermodal System (non-SIS) funds. This amendment was requested by Okaloosa County.

P.J. Adams Parkway & Crab Apple Avenue/Antioch Road Realignment and Intersection improvement (See attached map for location)

Antioch Road needs to be realigned to intersect P.J. Adams Parkway at Crab Apple Avenue. Antioch Road and Crab Apple Avenue intersect the Southwestern Crestview Bypass 360 feet apart. Both intersections could benefit from turn lanes and a traffic signal; however, the spacing will not allow turn lanes at both intersections.

This project is not currently in the 2040 Long Range Transportation Plan Needs Plan or Cost Feasible Plan. This amendment adds the costs in the Needs Plan only. This amendment has been requested by Okaloosa County.

U.S. 90 from SR 4 to Antioch Road (See attached map for location)

U.S. 90 needs to be four-laned from SR 4 to Antioch Road, which includes a bridge over the Yellow River. Many vacationers choose to drive to the Emerald Coast and each summer weekend, the volume of traffic on SR 189 and SR 4, from U.S. 90 to the Alabama State line, swells from a few thousand vehicles per day to 12,000 to 15,000 vehicles per day. These roadways could be considered for four-laning, but are outside the TPO boundary. Should they be widened, U.S. 90 would need to also have four lanes.

This project is not currently in the 2040 Long Range Transportation Plan Needs Plan or Cost Feasible Plan. This amendment adds the costs to the Needs Plan only. This amendment was requested by Okaloosa County.

Proposed Schedule

- February 20, 2020 - Authorization by the TPO to proceed with amending the 2040 Long Range Transportation Plan Needs and/or Cost Feasible Plans
- February 2020 - Post proposed Long Range Transportation Plan amendment online
- March/April 2020 – Two public workshops
- April 16, 2020 - TCC and CAC review and recommend approval of the 2040 Long Range Transportation Plan amendment
- April 16, 2020 - TPO approval of the 2040 Long Range Transportation Plan amendment
Attached are the following:

- Location maps of proposed projects

RECOMMENDED ACTION: Approval of a motion to authorize the ECRC staff to proceed with the process to amend the 2040 Long Range Transportation Plan 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. 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

Santa Rosa Island Bridge to Bridge Multi-Use Path from Pier Road to Marler Bridge
Okaloosa Walton TPO
February 20, 2020

Okaloosa Walton TPO
February 20, 2020

SR 85 at PJ Adams Parkway Intersection Improvement
Antioch Road Realignment
and Antioch Road/PJ Adams Parkway/ Crab Apple Avenue
Intersection Improvement
US 90 from SR 4 to Antioch Road

Okaloosa Walton TPO
February 20, 2020

Okaloosa Walton TPO
February 20, 2020

Okaloosa Walton TPO
February 20, 2020

Okaloosa Walton TPO
February 20, 2020
ENCLOSURE B
SUBJECT: Consideration of Resolution O-W 20-01 Adopting Targets for Safety Performance Measures

ORIGIN OF SUBJECT: Federal Transportation Legislation Moving Ahead for Progress in the 21st Century (MAP-21) Act and Fixing America's Surface Transportation (FAST) Act, Federal Highway Administration, and Florida Department of Transportation

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Annually, Transportation Planning Organizations (TPOs) are required to adopt targets for Safety Performance Measures by February 27. The TPOs can either accept the DOT targets or establish their own targets (see requirements below). In 2018 and 2019, the Okaloosa-Walton TPO accepted the FDOT targets for Safety Performance Measures by adopting Resolutions O-W 18-01 and O-W 19-01. The necessary language for Safety Performance Measures was incorporated into the FY 2020-2024 Transportation Improvement Program (TIP) and amendments to the TIP. Any future amendments to the 2040 Long Range Transportation Plan will also need to incorporate language for performance measures. This same procedure will be followed in 2020. The targets for bridge, pavement, and system performance were adopted by Resolution 18-17 on September 20, 2018 and do not need to be adopted again by the TPO until April 1, 2023.

If a TPO agrees to support a State Highway Improvement Program Target, the TPO would:

- Work with state and safety stakeholders to address areas of concern for fatalities or serious injuries within the metropolitan planning area.
- Coordinate with the State and include the safety performance measures and the State’s Highway Improvement Program targets for those measures in the Metropolitan Transportation Plan.
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the Highway Safety Improvement Program, including the Strategic Highway Safety Plan.
- Include a description in the Transportation Improvement Program of the anticipated effect of the Transportation Improvement Program toward achieving Highway Safety Improvement Program targets in the Metropolitan Transportation Plan, linking investment priorities in the Transportation Improvement Program to those safety targets.

If a TPO establishes its own Safety Performance Target, the TPO would:

- Establish Highway Safety Improvement Program targets for all public roads in the metropolitan planning area in coordination with the State.
- Estimate vehicle miles traveled (VMT) for all public roads within the metropolitan planning area for rate targets.
- Coordinate with the State and include the safety performance measures and the TPO’s safety targets for those measures in the Metropolitan Transportation Plan.
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other state safety transportation plans and processes such as applicable portions of the Highway Safety Improvement Program, including the Strategic Highway Safety Plan.
- Include a description in the Transportation Improvement Program of the anticipated effect of the Transportation Improvement Program toward achieving Highway Safety Improvement Program targets in the Metropolitan Transportation Plan, linking investment priorities in the Transportation Improvement Program to those safety targets.
The Florida Department of Transportation has adopted a “Vision Zero” target for the five safety measures. This “Vision Zero” target is based on the Florida Strategic Highway Safety Plan. The table below illustrates the targets the TPO adopted in 2018 and 2019 as well as FDOT targets for 2020. The targets are based on a five-year rolling average: 2018 (2012-2016), 2019 (2013-2017), and 2020 (2014-2018). At the December TPO and advisory committees, it was mentioned that if there was a desire to set targets for Safety which are different from FDOT, Gary Kramer of the ECRC would need to be contacted by December 18, 2019. No comments were received. FHWA and FDOT indicated their satisfaction with this agenda item and no comments were necessary.

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<th>Number of Fatalities</th>
<th>Rate of Fatalities per Hundred Million Vehicle Miles Traveled</th>
<th>Number of Serious Injuries</th>
<th>Rate of Serious Injuries per Hundred Vehicle Miles Traveled</th>
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**FDOT’s METHODOLOGY**

Florida shares the national traffic safety vision “Toward Zero Deaths,” and formally adopted its own version of the national vision, “Driving Down Fatalities.” FDOT is committed to eliminating fatalities and reducing serious injuries with the understanding that the death of any person is unacceptable and based on that, zero deaths is the FDOT safety performance target. This target is consistent throughout the FDOT Strategic Highway Safety Plan, Highway Safety Improvement Program and Highway Safety Plan.

**Number of Fatalities**
Based on statistical forecasting, the five-year rolling average for total fatalities on Florida’s roads is forecasted to be between 2.877 and 3.175 in 2020. This forecast was made by combining Fatality Analysis Reporting System data with current state data from 2009 to 2018 to predict probable outcomes for 2019 and 2020. Florida’s target for fatalities is zero in 2020. While the data forecast indicates Florida’s five-year rolling average for fatalities could continue to trend upward in 2019 and 2020, the FDOT State Safety Office expects the projects chosen for funding will mitigate the data forecast and ultimately reduce the number of traffic fatalities.

**Number of Serious Injuries**
Based on statistical forecasting, the five-year rolling average for serious injuries on Florida’s roads is forecasted to be between 17,480 and 19,123 in 2020. This forecast was made by combining Fatality Analysis Reporting System data with current state data from 2009 to 2018 to predict probable outcomes for 2019 and 2020. Florida’s target for serious injuries is zero in 2020. The data forecast indicates Florida’s five-year rolling average of serious injuries will continue to trend downward in 2019 and 2020. The FDOT State Office expects the projects chosen for funding will enhance this downward trend in the number of serious injuries on Florida’s roads.

**Fatality Rate**
Based on statistical forecasting, the five-year rolling average for fatality rate per 100 million Vehicle Miles Traveled on Florida’s roads in forecasted to be between 1.10 and 1.60 in 2020. This forecast was made by combining Fatality Analysis Report System data with current state data from 2009 to 2018 to predict probable outcomes for 2019 and 2020. Florida’s target for fatality rate per 100 million vehicle miles traveled is zero in 2020. While data forecast indicates Florida’s fatality rate per 100 million Vehicle Miles Traveled will trend downward in
2019 and 2020, the FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend and ultimately reduce the fatality rate per 100 million Vehicle Miles Traveled.

**Serious Injury Rate**
Based on statistical forecasting, the five-year rolling average for serious injury rate per 100 million Vehicle Miles Traveled on Florida's roads is forecasted to be between 6.82 and 9.44 in 2020. This forecast was made by using current state data from 2007 to 2017 to predict probable outcomes for 2019 and 2020. Florida's target for serious injury rate per 100 million Vehicle Miles Traveled is zero in 2020. While the data forecast indicates Florida's serious injury rate per 100 million Vehicle Miles Traveled could continue to trend downward in 2019 and 2020, the FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in the number of serious injuries on Florida's roads.

**Total Number of Non-Motorized Fatalities and Serious Injuries**
Based on statistical forecasting, number of non-motorized fatalities and serious injuries on Florida's roads is forecasted to be between 2,929 and 3,283 in 2020. This forecast was made by combining Fatality Analysis Report System data with current state data from 2007 to 2018 to predict probable outcomes for 2019 and 2020. Florida's target for number of non-motorized fatalities and serious injuries is zero in 2020. While the data forecast indicates Florida's number of non-motorized fatalities and serious injuries could continue to trend downward in 2019 and 2020, the FDOT State Safety Office expects the projects chosen for funding will enhance this downward trend in the number of pedestrian fatalities.

Attached is the following:
- Resolution OW 20-01

**RECOMMENDED ACTION:** Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-01 adopting targets for Safety Performance Measures. This action is recommended to comply with February 27, 2020 deadline to remain in compliance with the federal and state regulations for transportation planning. Please contact Mr. Gary Kramer, ECRC staff, at (800) 226-8914, Ext. 219 or gary.kramer@ecrc.org if additional information is needed.
RESOLUTION O-W 20-01
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION ADOPTING TARGETS FOR SAFETY MEASURES

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, Federal Highway Administration issued a final rule based on section 1203 of the Moving Ahead for Progress in the 21st Century (MAP-21) Act and with considerations to provisions in the Fixing America’s Surface Transportation (FAST) Act, which established five safety performance measures; and

WHEREAS, the Florida Department of Transportation, as part of its annual development of the State Highway Safety Improvement Plan has developed safety targets for each of the five safety performance measures, and each TPO establish safety targets by February 27, 2020 and report progress over time in reaching the adopted target.

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

The Okaloosa-Walton TPO adopts following targets for Safety Performance Measures for 2020.

- **Number of Fatalities** – “0” to support FDOT’s 0 target for traffic fatalities and support FDOT’s “Vision Zero.”
- **Rate of Fatalities per Hundred Million Vehicle Miles Traveled** – “0” to support FDOT’s 0 target for traffic fatalities per Hundred Million Vehicle Miles Traveled and support FDOT’s “Vision Zero.”
- **Number of Serious Injuries** – “0” to support FDOT’s 0 target for serious injuries and support FDOT’s “Vision Zero.”
- **Rate of Serious Injuries per Hundred Million Vehicle Miles Traveled** – “0” to support FDOT’s 0 target for the rate of serious injuries per Hundred Million Vehicle Miles Traveled and support FDOT’s “Vision Zero.”
- **Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries** – “0” to support FDOT’s 0 target for non-motorized fatalities and non-motorized serious injuries and support FDOT’s “Vision Zero.”

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization held on this 20th day of February 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Nathan Boyles, Chairman

ATTEST: __________________________
ENCLOSURE C
ENCLOSURE C
ALL COMMITTEES

SUBJECT: 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

ORIGIN OF SUBJECT: Task D.1 Unified Planning Work Program (UPWP)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP, which describes the planning work tasks and budget for each TPO fiscal year, includes Task D.1 (Corridor Management Planning). The purpose of corridor management planning is to identify low cost strategies and projects to improve traffic flow and safety for all modes of travel within the designated corridor.

The initial scope was approved by the TPO on June 20, 2017. After the Corridor Management Plan was adopted the following year on June 21, 2018, there were still unused funds for the corridor. It was determined the corridor would benefit from a lighting plan.

The recommended modification to the scope of services for a lighting plan has been approved by the Florida Department of Transportation.

Attached are the following:
- Resolution O-W 20-02
- Map of Project Limits
- DRAFT Modification to the Scope of Services

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign Resolution O-W 20-02 modifying the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) Scope of Services, and authorizing execution of consultant task order. This action is recommended to expedite approval of the Scope of Services. For more information please contact Ms. Jill Lavender, ECRC staff, at 1-800-226-8914, Extension 212 or jill.lavender@ecrc.org.
RESOLUTION O-W 20-02
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION 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

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, the TPO selected Beal Parkway for a Corridor Management Plan (CMP); and

WHEREAS, the TPO adopted the Beal Parkway Corridor Management Plan on June 21, 2018; and

WHEREAS, an additional lighting is needed on the corridor; and

WHEREAS, the Beal Parkway from US 98 to Mary Esther Boulevard (SR 393) CMP Scope of Services Modification has been approved by the Florida Department of Transportation (FDOT);

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

1. The TPO modifies the scope of services for the Corridor Management Plan for Beal Parkway from US 98 to Mary Esther Boulevard (SR 393), to be completed by the TPO's General Planning Consultant as outlined in the modification.

2. The TPO authorizes the TPO staff to issue a task order the General Planning Consultant identified in the modification to complete a lighting plan for the Corridor Management Plan.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 20th day of February 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ______________________
Nathan Boyles, Chairman

ATTEST: ______________________
Beal Parkway from US 98 (SR 10) to Mary Esther Boulevard Lighting Plan

To develop preliminary lighting calculations in order to develop a lighting plan for Beal Parkway.

Wiley Page, AICP, Atkins

Pedro Trevin, PE, Atkins

Jorge Fiallo, PE, Atkins

Arcenia Rodriguez

Philip Shad, AICP, Atkins

Wiley Page, AICP, Atkins

Rebecca Dennis, AICP Atkins

TPO Staff (Jill Lavender, Project Manager)

City of Fort Walton Beach Public Works Staff

Bryant Paulk (FDOT Planning)

Corridor Lighting Plan that outlines proposed improvements to the corridor

Project description in TPO Unified Planning Work Program and the Task Scope of Service

$30,419.00

The CONSULTANT has four (4) months from the Notice to Proceed Date to complete the Corridor Lighting Plan
A. GENERAL CORRIDOR INFORMATION
SR189 (Beal Parkway) is functionally classified as a principal arterial. The study corridor, from US98 to Mary Esther Parkway is approximately 2.86 miles long. The local jurisdictions are the City of Fort Walton Beach in the eastern portion of the section and Okaloosa County in the extreme western portion of the segment. The facility is 5-lane undivided urban arterial (continuous center turn lane). The 2015 Florida Department of Transportation (FDOT) Average Annual Daily Traffic (AADT) count on SR189 east of Mary Esther Parkway was 28,000; north of Hollywood Boulevard the AADT was 20,500; and north of US98 it was 12,800. This is an urban corridor that fully built out. Land uses include a mixture of residential and commercial. There are currently seven (7) signalized intersections along the study corridor.

B. PURPOSE OF CORRIDOR LIGHTING PLAN
The Beal Parkway Corridor Lighting Plan will determine the how to best provide vehicular and pedestrian level lighting along the corridor.

C. DESCRIPTION OF SERVICES
There are existing overhead power lines on one side of the road within the entire project limits. Roadway lighting design will need to be done using one-side of the road pole arrangement and the light poles placed on the opposite side of where the overhead power lines are located.

Preliminary lighting calculations will be prepared to determine the maximum pole spacing to meet the Lighting design criteria outlined in the FDOT 2020 FDM Table 231.2.1 for the mainline, sidewalks, the signalized intersection pedestrian cross walks, and the proposed mid-block crossing. In areas where there is a grassed buffer between the curb and the sidewalk, a double arm pole will be used, with a lower wattage luminaire at a lower mounting height to illuminate the sidewalk and a higher wattage and higher height for the road.

The luminaire to use on the preliminary lighting calculations will be a conventional cobra-head type LED luminaire on the FDOT APL mounted on a nominal 40-foot aluminum light pole and conventional aluminum arm. Decorative luminaires or decorative poles will not be used.

Computer print-outs of the preliminary lighting calculations will be provided for each of the two typical sections to illustrate the lighting design.
C. SERVICES TO BE PERFORMED

Task 1.0 Project Initiation and Kick-Off
Prior to beginning work, after the notice to proceed is issued, The TPO STAFF shall prepare for and conduct one (1) Kick-off Workshop with representatives from the City of Fort Walton Beach as well as TPO STAFF to discuss the project. The CONSULTANT shall provide an agenda, take minutes, discuss the project and collect available information. The major points, at a minimum, to be discussed at the Workshop include:

- Project purpose
- Scope of services
- Key affected parties
- Potential areas of concern
- Project schedule
- Available data

Task 2.0 Field Review
The CONSULTANT will perform one (1) field review at the onset of the project to determine location of existing utility poles and power distribution along the corridor.

Task 3.0 Development of Lighting Plan
The CONSULTANT will develop a planning level lighting plan for the corridor based upon observations and information gathered in Task 2.0.

D. PROJECT ADMINISTRATION

Quality Assurance/Quality Control: The CONSULTANT team will designate appropriate senior staff to conduct Quality Assurance/Quality Control (QA/QC) reviews of work products.

Project Schedule: The CONSULTANT will prepare and submit a detailed project schedule identifying major tasks, their durations, and tasks relationships (within first 30 days after receipt of NTP). The CONSULTANT is responsible for keeping the schedule up to date. The beginning date of the services will be the date of authorization for this work order. Any changes to the schedule necessitated by circumstances outside the CONSULTANT's control will be coordinated with TPO staff. It is anticipated that all work tasks will be completed within 8 months of Notice to Proceed.

Invoices: Invoices will be prepared in the format prescribed by the TPO. A detailed invoice including a narrative description of the work performed by the CONSULTANT during the period covered by the invoice for each item in the scope will be submitted. The final invoice will be labeled "Final" and project close out procedures will be followed.
**Budget:** This work will be completed as a lump sum task order. Table 1 displays the budget breakdown for Atkins. A detailed summary budget table for Atkins is attached.

**E. DELIVERABLES**

The **CONSULTANT** shall provide the following documents:

1. **Monthly Progress Reports** – The **CONSULTANT** shall provide a monthly progress report to the TPO Staff. The report is required regardless of project status or payment request.

2. **Draft Corridor Lighting Report** - The **CONSULTANT** and the **TPO STAFF** shall prepare and submit an electronic version of the draft report for the City of Fort Walton Beach, FDOT and TPO for review. The draft report will be posted to the TPO’s website and made available to the TPO and advisory committees for review and comment. The comments from the TPO Staff, City of Fort Walton Beach, FDOT, will be incorporated into the final report as appropriate.

3. **Final Corridor Management Report** – The **CONSULTANT** shall incorporate comments from the state and local governing into the final report as appropriate. An electronic version of the final report will be submitted to the TPO Staff and will be posted to the TPO’s website.

**F. AMERICANS WITH DISABILITIES ACT**

The **CONSULTANT** will adhere to the Americans with Disabilities Act (ADA) of 1990 when developing recommendations for this corridor. The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.

**G. ADDITIONAL SERVICES**

If through the course of the project any additional tasks are determined to be needed by the **CONSULTANT**, TPO, City of Fort Walton Beach, or FDOT the cost must be determined and negotiated, and a change order must be processed by the TPO before the work is performed. If the **CONSULTANT** conducts the work first and requests payment afterwards the **CONSULTANT** risks not being paid for the work.

**H. NOTES**

Public Involvement: There will be no public involvement as part of this study. The TPO will hold no public workshops or make presentations to any local groups.
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ENCLOSURE D
SUBJECT: Consideration of 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

ORIGIN OF SUBJECT: Fixing America’s Surface Transportation (FAST) Act § 1109; 23 U.S.C. 133(h); Florida Department of Transportation (FDOT); and Task C.4 of the Unified Planning Work Program (UPWP)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The Transportation Alternatives (TA) Set-Aside provides funding for programs and projects consistent with Fixing America’s Surface Transportation (FAST) Act under 23 U.S.C. 133(h). These set-aside funds include all projects and activities defined as TA: On- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation and projects for planning, designing or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways.

Scoring Criteria Update: In anticipation of the FDOT District 3 TA grant application solicitation in the Fall of 2019, TPO staff provided an opportunity for the O-W TPO Technical Coordinating Committee (TCC) members to provide input on the current scoring criteria content and procedures at a public workshop on May 28, 2019. Public input was collected until June 26, 2019. No changes were suggested during the public comment period. The TCC revised the criteria by removing five points from “Public Support” and adding it to “Location Efficiency”. The TPO provided direction at its June 20, 2019 meeting to reduce the points for Proximity to School criterion. The points were reduced by five and applied to the “Connectivity” criterion. “Proximity to School” now accounts for 10% of the total possible score. The scoring criteria was reviewed by the O-W TPO at the June 20, 2019 meeting. At the July 18, 2019 O-W TPO meeting, Resolution O-W 19-10 was approved adopting the updated TA Scoring Criteria.

Education Workshop: The O-W TPO sponsored a TA Education Workshop on Thursday, October 31, 2019, from 11:00 a.m. – noon at the City of Niceville Administration Offices, 208 Partin Drive, Niceville, FL. The purpose of this workshop was to review the previously approved TPO criteria and receive FDOT guidance on the application documents.

FDOT Guidance: FDOT District 3 issued guidance on the 2020 TA Set-Aside cycle for the Fiscal Year 2022 – 2026 Tentative Work Program on October 22, 2019. The guidance specified each TPO may submit up to two (2) priorities projects from each TPO area. Rural areas outside of the TPO area may submit applications directly to FDOT.

ECRC Review and Workshop: Applications eligible for submittal to ECRC were due December 13, 2019. Two (2) applications were received from Okaloosa County. Applications were reviewed by ECRC and the General Planning Consultant staff. An application review workshop was held on Monday, January 13, 2020, at the Crestview Library, 1445 Commerce Drive, Crestview, FL. Applications were reviewed and workshop participants agreed on the revised score and offered a recommended ranking.

ECRC Submittal: Following action by the TPO, applications are due to FDOT on February 28, 2020. TPO staff will submit all applications from the TPO to FDOT.
Complete applications and scoring evaluations may be found online:
https://www.ecrc.org/programs/transportation_planning/okaloosa-
walton_tpo/plans_and_documents/index.php#outer-305sub-327

Attached are the following:
- Resolution O-W 20-03
- Project Ranking Sheet
- Project Summaries and Location Maps

RECOMMENDED ACTION: Approval of a motion to authorize the TPO chairman to sign Resolution O-W 20-
03 adopting the Transportation Alternatives (TA) Set-aside ranked projects. This action is recommended
because all requirements of the competitive process have been met. If additional information is needed, please
contact Ms. Caitlin Cerame, ECRC staff, at 1-850-332-7976, Extension 203 or caitlin.cerame@ecrc.org.
RESOLUTION O-W 20-03
A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION
ADOPTING THE FY 22-26 TRANSPORTATION ALTERNATIVES SET-ASIDE PROJECT RANKING

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 planning process for the Okaloosa-Walton TPO Planning Area; and

WHEREAS, the Transportation Alternatives (TA) Program is consistent with Fixing America's Surface Transportation (FAST) Act under 23 U.S.C. 133(h); and

WHEREAS, the TA Program provides funding for projects in the following areas: on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, community improvement activities, environmental mitigation and projects for planning, designing or constructing boulevards and other roadways largely in the right-of-way of formerly divided highways; and

WHEREAS, according to 23 U.S.C. 213(c)(5), each TPO area is required to select TA Set-aside projects through a competitive process in consultation with the state; and

WHEREAS, the TPO has established accepted scoring criteria to rank projects in a competitive process; and

WHEREAS, each local jurisdiction with representation on the TPO board was limited to two projects submittals;

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

The 2020 Transportation Alternatives Set-Aside project ranking is hereby adopted.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 20th day of February 2020.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: __________________________
Nathan Boyles, Chairman

ATTEST: _________________________
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<th>Project</th>
<th>Requested $</th>
<th>Applicant Score</th>
<th>ECRC Workshop Revised Score</th>
<th>Review Notes</th>
<th>ECRC Workshop</th>
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<td>$540,346</td>
<td>60</td>
<td>56</td>
<td>Letters of support outdated, but County resolution provided. Design has been completed through previous TA funding administered through the LAP process.</td>
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<td>Okaloosa County</td>
<td>Woodham Ave.</td>
<td>$261,164</td>
<td>55</td>
<td>56</td>
<td>County resolution provided. Cost estimates need to be adjusted in application to match P.E.</td>
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Okaloosa County

- **South Avenue.** Applicant is requesting $540,346 for construction and CEI to construct 5-ft sidewalks along the north side of Pocahontas / South Avenue (0.95 miles) from James Lee Road to SR 85 Eglin Parkway. FDOT notes this project as FPID 440723-1, South Ave / Pocahontas Ave from SR 85 Eglin Pkwy to James Lee Road, submitted in FY16 and funded for Design in FY17. Design has been completed through previous TA funding administered through the LAP process. FDOT recommends the project be listed as one of the top 2 priorities and reapply for Construction funding to fully fund. FDOT requested a signed resolution from the Board of County Commissioners, which the applicant has provided (Resolution 19-205, December 17, 2019). No local match is proposed. **ECRC workshop review recommends this project as #1 priority.**

- **Woodham Avenue.** Applicant is requesting $261,164 for design, construction and CEI to construct 5-ft sidewalks along the east or west side of Woodham Avenue (0.5 miles) from South Avenue to Newcastle Drive. Resolution 19-206, December 17, 2019. No local match is proposed. **ECRC workshop review recommends this project as #2 priority.**
ENCLOSURE E
SUBJECT: Consideration of Resolution O-W 20-04 Amending the Okaloosa-Walton Transportation Planning Organization's (TPO) Citizens’ Advisory Committee (CAC) Bylaws Regarding Membership Recruitment Procedures

ORIGIN OF SUBJECT: ECRC Staff

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The CAC is an advisory committee to the Transportation Planning Organization (TPO). The CAC was created in accordance with federal and state requirements to provide a forum for citizen review and input to the TPO on the performance of the transportation planning process in the Okaloosa-Walton TPO area. The CAC provides citizen review of TPO plans, programs, and projects and offers comments to the TPO with respect to the concerns of various segments of the population to determine the need, feasibility, and desirability from the citizen perspective. Discussions at previous CAC meetings lead staff to review and refine the Citizens’ Advisory Committee recruitment process to engage a wider demographic in the transportation planning process. These new recruitment processes will not eliminate any current active members from the committee. Staff has reviewed the current process and compared it to processes of peer Metropolitan Planning Organizations (MPO) across the state of Florida. A meeting was held in Destin on January 15, 2020 for CAC and TPO members to discuss the bylaws.

The current CAC bylaws are available at the following link:

Attached are the following:
- Resolution O-W 20-04
- CAC Updated Bylaw Changes Underline/Strike Through

RECOMMENDED ACTION: Approval of a motion authorizing the TPO chairman to sign Resolution O-W 20-04 amending the Okaloosa-Walton TPO’s CAC bylaws regarding membership recruitment. This action is recommended to secure a CAC membership more reflective of the Okaloosa-Walton TPO area’s demographics. Please contact Ms. Brittany Ellers, ECRC staff, at 850-332-7976, ext. 220 or brittany.ellers@ecrc.org if additional information is needed.
RESOLUTION O-W 20-04

A RESOLUTION OF THE OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION AMENDING THE CITIZENS’ ADVISORY COMMITTEE BYLAWS REGARDING MEMBERSHIP RECRUITMENT PROCEDURES

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 Interlocal Agreement for Creation of the Okaloosa-Walton TPO sets forth the powers, privileges and authority of the TPO under federal and state regulation; and

WHEREAS, the Bylaws, Policies and Procedures of the Okaloosa-Walton TPO contains the rules and guidelines the TPO and its advisory committees are subject to; and

WHEREAS, Citizens’ Advisory Committee (CAC) members and TPO staff have discussed the need for an improved CAC recruitment procedure that would result in a wider demographic representation on the committee; and

WHEREAS, staff has researched peer group CAC recruitment procedures within the state of Florida, compared those to the procedures in the current Okaloosa-Walton TPO’s CAC bylaws, and formulated a recommendation for certain amendments;

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

The TPO amends the Citizens’ Advisory Committee bylaws.

Passed and duly adopted by the Okaloosa-Walton Transportation Planning Organization on this 17th day of October 2019.

OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION

BY: ________________________________
Nathan Boyles, Chairman

ATTEST: ____________________________
3.01 CAC PREAMBLE

The TPO’s Citizens’ Advisory Committee (CAC) has been created in accordance with federal and state requirements to provide a forum for citizens’ review and input to the TPO on the performance of the transportation planning process in the Okaloosa-Walton TPO Study Area. The following sets forth the operating rules and procedures of the CAC.

3.02 CAC PURPOSE AND FUNCTIONS

(1) The purposes of the CAC shall be the following:

(a) To seek public reaction to planning proposals and to provide comment to the TPO with respect to the concerns of various segments of the population in regard to their transportation needs; and

(b) To provide citizens’ review of TPO plans, programs, and projects to determine the need, feasibility, and desirability from the citizens’ perspective.

(2) The CAC shall assist the TPO in carrying out the TPO’s planning function through recommendations to the TPO on various transportation issues.

(3) As an advisory committee to the TPO, all CAC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals.

(4) The functions of the CAC shall include, but not be limited to the following:

(a) Carryout the processes described in the adopted “TPO Public Involvement Procedures,” which includes the establishment of a CAC.

(b) Recommend updated transportation goals and objectives for TPO approval, which guide the TPO’s planning efforts, including the development of the Long Range Transportation Plan;

(c) Evaluate the effects of TPO transportation plans, programs, and projects on various segments/interest groups of the community and provide recommendations to the TPO based on this evaluation; and

(d) Assist in any other functions as deemed desirable by the TPO.

3.03 CAC MEMBERSHIP

(1) CAC Voting Memberships are approved by the TPO and CAC members serve at the pleasure of the TPO. CAC members shall serve terms of indefinite length unless otherwise specified by the TPO. CAC members shall serve up to a concurrent term of the board member who nominates them. CAC members can be removed from the committee at any time by a majority vote of the TPO.
(2) A CAC Voting Membership may be attained in one of the following ways:

(a) A citizen of the Okaloosa-Walton TPO Study Area may be nominated for CAC membership by a TPO member, local government, the CAC, or other organizations and be approved by the TPO; or

(b) A citizen of the Okaloosa-Walton TPO Study Area may directly petition the CAC for nomination for CAC membership and be approved by the TPO.

(2) CAC Membership will be obtained as follows:

(a) Each member of the TPO elected body will nominate a member to the CAC who is representative of his/her respective jurisdiction for the purpose of representing citizens from their respective jurisdiction. The TPO elected body nominated membership will constitute 19 of the 30 CAC member seats. The nominations are subject to ratification by a majority vote at a regular TPO board meeting at which a quorum is present. Members of CAC shall serve at the pleasure of the TPO members who nominate them. TPO staff will correspond with newly elected officials who have been selected to serve on the TPO board regarding this CAC membership recruitment process. The nomination of CAC members by TPO board members will represent the TPO Study Metropolitan Planning Area as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Okaloosa County</td>
<td>4</td>
</tr>
<tr>
<td>Walton County</td>
<td>3</td>
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<tr>
<td>City of Crestview</td>
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<td>City of Fort Walton Beach</td>
<td>2</td>
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<tr>
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<tr>
<td>City of Niceville</td>
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<td>1</td>
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<tr>
<td>City of DeFuniak Springs</td>
<td>1</td>
</tr>
<tr>
<td>City of Freeport</td>
<td>1</td>
</tr>
</tbody>
</table>

*The number of representatives for each area is based on urban population*

(b) Six (6) At-Large Members, representing each of the two counties within the TPO Study Metropolitan Planning Area, to serve terms as listed in section one (1) of CAC membership. TPO staff will research and correspond with local interest/advocacy groups or organizations to serve terms as listed in section one (1) of CAC membership that represent the various segments of the Okaloosa-Walton TPO Study Metropolitan Planning Area population.

(3) There is a limit of thirty (30) twenty-five (25) Voting Members who may serve on the CAC.

(4) Voting Members shall not be elected officials or employees of public or private agencies directly involved in transportation or land-use planning.

(5) Non-Voting members represent the West Florida Regional Planning Council (WFRPC) and Florida Department of Transportation District Three Planning Office.

(6) Non-Voting members shall not have the right to present or second motions, or to vote on motions before the CAC. They are entitled to participate in all other functions to the same extent as other members.
Prospective new members whether nominated by TPO board member, TPO staff, or local interest/advocacy group, must complete and submit an application along with a resume or Background Form to the TPO staff for TPO consideration. Prospective new members must have read and understood all provisions in the application form. Prospective new members will be available for questions, if possible, from the appropriate committee and the TPO. The TPO strives to maintain an equitable balance in CAC membership to represent all segments of the Okaloosa-Walton TPO Study Area population, the varied interests groups in the community, and all geographic areas of the community.

The CAC shall advise the TPO when additional members are needed to achieve that goal, and shall actively seek nominations of qualified citizens as needed.

Each CAC member is expected to demonstrate his or her interest in TPO planning activities by regular attendance of CAC meetings, except for unavoidable reasons. Any member who expects to be absent from a meeting shall inform the TPO staff as soon as practicable to receive an excused absence. If a member is consistently absent without an excused absence, the CAC may recommend to the TPO that the member be removed from the CAC. Three consecutive absences by a member shall be grounds for such recommendation. Three consecutive absences will invoke the membership removal process. There are no excused absences. A member who misses three (3) consecutive meetings will be notified by U.S. mail and/or email that his/her membership has been removed due to lack of participation. A vacancy shall be filled appropriately.

Prospective new members must complete and submit an application along with a resume or Background Form for TPO consideration. Existing members must complete and sign an application in June of each year stating their desire to continue to serve on the committee along with an updated resume or Background Form. Each June existing members must submit an updated resume or background form to TPO Staff stating their desire to continue to serve on the committee. The purpose is to maintain updated information on the members. Members do not have to be re-approved annually for membership. Information on CAC members will be presented annually to the TPO.

Prospective new members must have read and understood all provisions in the application form.

Prospective new members will be available for questions, if possible, from the appropriate committee and the TPO.
3.04 CAC OFFICERS AND ELECTIONS

(1) The officers of the CAC shall be the Chairman and Vice-Chairman. The officers shall be Voting Members elected by the CAC membership.

(2) The Chairman shall preside at CAC meetings and be prepared to cover the agenda (with staff assistance) at the CAC meeting, be responsible for the preparation of agendas and minutes (with staff assistance), appoint subcommittees as needed and communicate CAC actions to the TPO (with staff assistance).

(3) In the absence or incapacity of the CAC Chairman, the Vice-Chairman shall assume the duties of the Chairman. In the absence of the CAC chairman and vice-chairman, the CAC staff representative shall determine whether a quorum is present, and in that event, shall call for election of a temporary chairman. Upon the arrival of the chairman or vice-chairman, the temporary chairman shall relinquish the chair upon conclusion of the business immediately before the CAC.

(4) Election of officers shall be part of the regular monthly meeting in June (or in the event there is not a meeting in June, the election shall take place at the next CAC meeting). Newly elected officers shall assume their duties at the next meeting following the election. They shall hold office for one fiscal year, or until their successors are elected, and they shall be eligible for reelection.

(5) The CAC Chairman shall appoint a Nominating Committee at the regular CAC meeting in May (or in the event there is not a meeting in May, the appointment shall take place at the next CAC meeting). The Nominating Committee shall report their recommended candidates for officers at the next CAC meeting. Nominations may also be made from the floor.

(6) Election of officers shall be by a majority vote of the CAC Voting Members present.

(7) In the event that either the Chairman or Vice-Chairman position becomes vacant, a replacement shall be elected at the next scheduled CAC meeting.

3.05 CAC REGULAR MEETINGS

(1) Regular meetings of the CAC shall be held as needed, at a time and place designated by the CAC TPO Chairman; normally the same day as the TPO meeting is scheduled.

(2) In the event that the CAC Chairman wishes to cancel or change the meeting time of a regular CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

(3) Seven (7) days prior to a regular CAC meeting, public notice and tentative agendas shall be sent to the members of the CAC and local media services.

(4) CAC Subcommittee meetings shall have the same meeting requirements as regular CAC meetings.

3.06 CAC SPECIAL MEETINGS

(1) A special meeting of the CAC may be called by the CAC Chairman or a majority of the Voting
Members at a regular CAC meeting. Each member of the CAC shall receive a notification of such special meeting stating the date, hour and place of the meeting and the purpose for which such meeting is called, and no other business shall be transacted at that meeting.

(2) In the event that the CAC Chairman wishes to cancel or change the meeting time of a special CAC meeting, advance notice of such cancellation or change shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

(3) Seven (7) days before such special meeting, public notice shall be given of the date, hour and place of the special meeting including a statement of the general subject matter to be considered.

3.07 CAC EMERGENCY MEETINGS

(1) An emergency meeting of the CAC may be called by the Chairman when in his or her opinion, an emergency exists which requires immediate action by the CAC. When such a meeting is called, each CAC member shall be notified, stating the date, hour and place of the meeting and the purpose for which it is called, and no other business shall be transacted at that meeting. At least a twenty-four (24) hour advance notice of such emergency meeting shall be given before the time the meeting is held.

(2) If after reasonable diligence, it becomes impossible to give notice to each CAC member, such failure shall not affect the legality of the emergency meeting if the Chairman deems a quorum is present. The minutes of each emergency meeting shall show the manner and method by which notice of such meeting was given to each member of the CAC, or shall show a waiver of notice.

3.08 CAC PUBLIC HEARINGS AND WORKSHOPS

(1) A public hearing or workshop may be called by the CAC and may be scheduled before, during or after a regular meeting at the same meeting place or may be scheduled at another time and place.

(2) Public notice shall be given to local media services and each CAC member stating the date, hour and place of the hearing or workshop including a statement of the general subject matter to be considered at least seven (7) days (or as required by federal and state regulations) before the event, as per the public participation plan.

(3) No formal business, for which notice has not been given, shall be transacted at such public hearings or workshops.

3.09 CAC MEETING AGENDA

(1) There shall be an official agenda for every meeting of the CAC, which shall determine the order of business conducted at the meeting.

(2) Requests for agenda changes to any CAC meeting must be received by the Chairman (or TPO staff) at least one (1) working day prior to the meeting date.
The CAC shall not take action upon any matter, proposal or item of business not listed on the official agenda; however following call to order, the CAC Chairman may authorize addition of new business to the agenda with the approval of two thirds (2/3) of the Voting Members present.

No agenda item listed on the CAC agenda for public hearing or vote thereon may be deferred until a later time unless two-thirds (2/3) of the Voting Members present shall vote in favor of such deferral.

A CAC member, the TPO or the TPO staff may place matters on the CAC agenda. Any citizen may also place matters within the scope of jurisdiction of the TPO on the agenda.

This rule is not applicable to special or emergency meetings.

**3.10 CAC OFFICIAL ACTIONS**

As an advisory committee to the TPO, all CAC recommendations shall be in the form of recommendations to the TPO and not to other governmental entities, private organizations or individuals. The CAC shall have the authority, however, to adopt motions to request information and studies to assist in formulating a recommendation to the TPO.

All official actions of the CAC shall be by adoption of motions as follows:

(a) Action by adoption of a motion to recommend the TPO approve a resolution shall occur for all matters where adoption of a resolution is required by federal or state regulations and any other matters deemed by the TPO to be of sufficient importance to warrant adoption by a formal resolution; and

(b) All other actions of the CAC shall be by adoption of a motion.

All official actions of the CAC shall be recorded in the minutes and kept in the TPO’s permanent files. Verbatim minutes are not required but minutes shall include an accurate summary of discussions and actions taken.

**3.11 CAC CONDUCT OF MEETINGS**

All CAC meetings shall be consistent with the Florida Sunshine Law and open to the public and press.

Roberts Rules of Order shall be followed at all CAC meetings.

The CAC is a very large committee and the CAC Chairman shall have the authority to determine when a representative number of members are present to declare a quorum and conduct committee business. No official action shall be taken unless the CAC Chairman declares there is a quorum present. No resolution or motion shall be adopted by the CAC except upon the affirmative vote of the majority of the members present.

The CAC Chairman may adjourn the meeting if he or she determines that no quorum is in attendance fifteen (15) minutes after the hour appointed for the meeting. In that event, those members present may, by unanimous agreement, with staff assistance, select another hour or day to meet. Those members present may, by
unanimous agreement, select to continue the meeting as a workshop to discuss items on the agenda as per paragraph 3.08. The names of the members present and their action at such meeting shall be recorded in summary minutes.

(5) All meetings of the CAC shall be conducted in accordance with the following:

(a) The Chairman shall preside at all CAC meetings at which he or she is present;

(b) The Chairman shall take the chair at the hour appointed for the meeting, and shall call the CAC to order immediately;

(c) In the absence of the Chairman, the Vice-Chairman shall preside;

(d) The Chairman shall state every question coming before the CAC and announce the decision of the CAC on all matters;

(e) A majority vote of the members present shall govern and conclusively determine all questions of order not otherwise covered;

(f) In the absence of the CAC Chairman and Vice-Chairman, the CAC staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairman. Upon the arrival of the Chairman, or Vice-Chairman, the temporary Chairman shall relinquish the Chair upon conclusion of the business immediately before the CAC;

(g) Any CAC member who intends to be absent from any CAC meeting shall notify the TPO staff of the intended absence as soon as he or she conveniently can;

(h) When a conflict of interest exists, it shall be declared by the member(s) with a conflict upon opening of discussion of a matter by the CAC. Any member of the CAC who has a conflict of interest on a matter is required to fill out the necessary Conflict of Interest Form that will be attached to the minutes for the meeting and shall be deemed absent for the purpose of constituting a quorum, voting or for any other purpose for that particular matter only;

(i) No member may abstain from voting on any matter unless a conflict of interest is declared.

(j) The CAC vote upon any resolution or motion may be by a voice vote, unless the Chairman or any member requests that a show of hands or a roll call vote be taken;

(k) Upon every CAC roll call vote the TPO staff representative shall call the roll, tabulate the votes, and announce the results;

(l) The minutes of prior CAC meetings shall be approved by a majority of the members present and upon approval shall become the official minutes;

(m) Unless a reading of the minutes of a CAC meeting is requested by a majority of the CAC members present, the minutes shall not be read for approval provided the TPO staff delivers a
copy thereof to each CAC member at least two (2) full working days prior to the meeting;

(n)  Each person, other than TPO staff members, who addresses the CAC shall give the following information for the minutes;
    (1)  name;
    (2)  address;
    (3)  representing;
    (4)  whether or not he or she is being compensated by the person or persons for whom he or she speaks; and
    (5)  whether he or she or any member of his or her immediate family has a personal financial interest in the pending matter, other than that set forth in (4) above;

(o)  Unless further time is granted by the CAC Chairman, each person shall limit his or her address to five (5) three (3) minutes; and

(p)  All remarks shall be addressed to the CAC as a body and not to any member thereof. No person, other than CAC members, and the persons having the floor, shall be permitted to enter into any discussion, either directly or through a member, without permission of the Chairman. No question shall be asked a CAC member except through the Chairman.

3.12 CAC CITIZENS’ PARTICIPATION

(1)  Citizens’ involvement in the TPO transportation planning process is encouraged and any citizen shall be entitled to be placed on the official agenda of a regular meeting of the CAC and be heard concerning any matter within the scope of the jurisdiction of the TPO.

(2)  The regular CAC meeting agenda shall include a “Public Forum” agenda item to provide an opportunity for citizens to address the CAC at each CAC meeting. In addition the CAC Chairman may recognize citizens to speak on agenda items immediately following discussion by the CAC and prior to a vote on the matter by the CAC.

3.13 CAC SUBCOMMITTEES

CAC Subcommittees may be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.

3.14 CAC ADMINISTRATION

(1)  The West Florida Regional Planning Council (WFRPC) Transportation staff shall serve as the planning staff of the CAC.

(2)  The WFRPC Transportation staff is responsible for producing all notices and agendas for CAC meetings and recording the minutes of all meetings.

(3)  The WFRPC staff shall furnish a recording secretary for all CAC meetings.

(4)  The WFRPC staff shall prepare, duplicate, and distribute of all materials necessary for CAC meetings.

(5)  All official actions of the CAC are to be recorded and kept in permanent minute files by the WFRPC. These files shall be open to public inspection during regular office hours at the WFRPC/TPO office.
ENCLOSURE F
SUBJECT: Review of the Draft Fiscal Year (FY) 2020/2021 and 2021/2022 Unified Planning Work Program (UPWP)

ORIGIN OF SUBJECT: Metropolitan Planning Organization (MPO) Handbook

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a Metropolitan Planning Area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, the cost of the work and sources of funds. (23 C.F.R. 450.104).

The Okaloosa-Walton TPO UPWP defines the tasks, activities, responsible parties, and anticipated budget for planning activities to be undertaken in the MPA served by the TPO for FY 2021 and FY 2022.

TPO members, advisory committee members, staff, and the public are encouraged to review the new two-year UPWP for any potential updates and revisions. Comments are due by March 15, 2020 to cameron.smith@ecrc.org.

The DRAFT UPWP will be sent out via email prior to the February 20, 2020 Okaloosa-Walton TPO meeting.

RECOMMENDED ACTION: This item is for information only. Please contact Mr. Cameron Smith, at 850-332-7976, Extension 207 or cameron.smith@ecrc.org if additional information is needed. Please provide all comments and questions by March 15, 2020.
SUBJECT: Review of the Draft 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 Florida-Alabama TPO federal certification review. This plan is under a 45-day review period beginning February 20, 2019. Please provide all comments by 5 p.m. on April 10, 2020


Comments will be documented, addressed, and presented to the Okaloosa-Walton TPO by staff. Submit comments by 5 p.m. on April 10, 2020 for consideration to Public Involvement Coordinator, Ms. Brittany Ellers, at 850-332-7976, ext. 220 or brittany.ellers@ecrc.org.

RECOMMENDED ACTION: This item is for review and comment. Adoption will be requested in April. Please have ALL final comments submitted no later than 5 p.m. on April 10, 2020. Please contact Ms. Brittany Ellers, ECRC staff, at 850-332-7976, ext. 220 or brittany.ellers@wfrpc.org if additional information is needed.
ENCLOSURE H
SUBJECT: Information Items (No Presentation Necessary)

ORIGIN OF SUBJECT: Emerald Coast Regional Council (ECRC) Staff

LOCAL GOVERNMENT ACTION NEEDED: None

Attached are the following:

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

RECOMMENDED ACTION: This item is for information. Please contact Mr. Cameron Smith, ECRC staff, at 1-800-226-8914 Extension 207 or cameron.smith@ecrc.org if additional information is needed.
MEMBERS ATTENDING:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Trae Duley - Chair</td>
<td>City of Crestview</td>
</tr>
<tr>
<td>Matthew Lambert – Vice Chair</td>
<td>Walton County</td>
</tr>
<tr>
<td>Kyle Lusk</td>
<td>City of Crestview</td>
</tr>
<tr>
<td>Scott Bitterman</td>
<td>Okaloosa County</td>
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<tr>
<td>Chris Frassetti</td>
<td>City of Fort Walton</td>
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<tr>
<td>Latilda Hughes-Neel</td>
<td>City of Fort Walton</td>
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MEMBERS NOT IN ATTENDANCE:

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<tr>
<th>Name</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Tom Tolbert</td>
<td>Eglin Air Force Base</td>
</tr>
<tr>
<td>Van Fuller</td>
<td>Midbay Bridge Authority</td>
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<tr>
<td>Keith Cutshaw</td>
<td>Hurlbert Field</td>
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<tr>
<td>Kelly Schultz</td>
<td>City of Defuniak Springs</td>
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<td>Joe Bodi</td>
<td>City of Destin</td>
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<td>Daniel Payne</td>
<td>City of Fort Walton Beach</td>
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<td>City of Mary Esther</td>
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<td>Bruce Price</td>
<td>City of Niceville</td>
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<tr>
<td>Joel Paul</td>
<td>Tri County Community Council</td>
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<tr>
<td>Robert Roof</td>
<td>Eglin Air Force Base</td>
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<tr>
<td>Beckie Williams</td>
<td>FL Dept of Children &amp; Families</td>
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<tr>
<td>Bill Smith</td>
<td>Okaloosa County School District</td>
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<tr>
<td>Abra McGill</td>
<td>Okaloosa County</td>
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<tr>
<td>Roger Rogers</td>
<td>Okaloosa County Airports</td>
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<td>Keith Williams</td>
<td>Town of Cinco Bayou</td>
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<td>Dawn Aymami</td>
<td>Hurlbert Field</td>
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<td>Joseph Preston</td>
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<td>Chance Powell</td>
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<tr>
<td>Michelle Doggett</td>
<td>Walton County School District</td>
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<tr>
<td>Jim Hicks</td>
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OTHERS ATTENDING:

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<tr>
<td>Bryant Paulk</td>
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<tr>
<td>Christy Johnson</td>
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<tr>
<td>Ben Faust</td>
<td>DRMP</td>
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<tr>
<td>Lennie Zwibel</td>
<td>City of Fort Walton Beach</td>
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</tbody>
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EMERALD COAST REGIONAL COUNCIL STAFF

Austin Mount
Mary Beth Washnock
Cameron Smith
Tiffany Bates
A. CALL TO ORDER/PLEDGE – Chairman Trae Duley

B. APPROVAL OF AGENDA

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

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 reported that the John Sims Parkway/Tom’s Bayou Bridge is a replacement of the north bound bridge. She stated that all traffic will be shifted to the south bound bridge and transitioning from 4 lanes to 3 lanes. There will be a reversible lane instituted during construction in order to help with heavy traffic flow during peak travel times.

E. CONSENT:

1. ALL COMMITTEES – Approval of October 2019 Meeting Minutes

Ms. Hughes-Neel moved to approve the October 2019 meeting minutes; Mr. Lambert seconded the motion and it was unanimously approved.

F. ACTION:

1. ENCLOSURE A – TPO ONLY Appointment of an Okaloosa-Walton County TPO Member and Alternate to Serve on the Metropolitan Planning Organization Advisory Council (MPOAC) FOR Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

2. ENCLOSURE B – TPO ONLY Appointment of an Okaloosa-Walton TPO Board Member to Attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Official in Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

G. PRESENTATIONS: (no action required):

Ms. Washnock introduced Mr. Faust with DRMP and stated that he would be presenting the ITS/ATMS update.
Mr. Faust stated that he is a traffic engineering consultant working with Emerald Coast Regional Council. He discussed the benefits of regionality, stating that when regions come together it can be very beneficial.

Mr. Faust presented different ways to improve capacity on the roadways. He stated that one way is to add lanes, other ways include arterial traffic management systems, incident management, real time monitoring, and developing better evacuation scenarios, as well as event and parking management.

Mr. Faust reviewed both the strategies that are incorporated in the Transportation Systems Management & Operations (TSM&O) and Advanced Traffic Management System (ATMS) approaches. He stated that roadway monitoring, travel time information, getting measurements of how well traffic is moving in order to be responsive to any declines in traffic efficiency, traffic signal detection, as well as pedestrian & transit data collection, are all things to consider in order to improve traffic flow. Mr. Faust stated that communication was the most important part of the system.

He stated that maintenance and construction are also a large part of the strategy and making sure that there are enough funds when entering an interlocal agreement.

Mr. Faust stated that emergency management plays a role in making sure that the daily traffic flow is maintained and that lanes are cleared for traffic. He stated that emergency preemption also plays a roll and that the updates system helps it run more efficiently.

He stated that travel information systems provide travelers information through digital signs. He said that another element of that is the smart cars giving travel information to drivers.

Mr. Faust further discussed the benefits of technology of roadway efficiency and safety.

There was general discussion.

1. ENCLOSURE C – CAC & TPO ONLY Consideration of Citizens’ Advisory Committee (CAC_ Bylaw Update – Ms. Annie Walthall, ECRC Staff

2. ENCLOSURE D – ALL COMMITTEES Implementation of Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff

Mr. Kramer presented the Targets for Safety Performance Measures stating that they were an emerging issue initiated by the Federal Highway Administration during the development of the 2040 Long Range Transportation Plan. He stated that rule makings for safety, bridge, pavement and system performance were established by the Federal Highway Administration in 2016-2017. Bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018. He said they don’t need to be adopted again until April 1, 2023. Targets for safety performance measures must be adopted annually by February 27th for all 5 categories.

Mr. Kramer stated that the TPO can either accept the FDOT targets or establish their own targets.
for safety. He stated that if the TPO would like to go with different targets other than the FDOT targets to please let him know by December 18, 2019.

3. ENCLOSURE E – ALL COMMITTEES Regional Bicycle and Pedestrian Working Group – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame explained that there would be a regional bicycle and pedestrian committee established. She said the Okaloosa – Walton TPO would be collaborating with Florida – Alabama and Bay County TPO’s. She stated that the group would be working on projects that are multijurisdictional and that cross jurisdictional boundaries. She stated that there would be an exploratory meeting held in early 2020.

Ms. Cerame stated that there will be workshop held to review the Transportation Alternatives Application process on January 13, 2020 at 1 p.m. at the Crestview Library.

4. ENCLOSURE F – TPO ONLY Northwest Florida Regional Transportation Organization Roster Review – Ms. Caitlin Cerame, ECRC Staff

Ms. Washnock provided an update on Mobility Week ride along and stated that Commissioner Ketchel and Councilman Overdier participated in the event.

H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K– ALL COMMITTEES

   • TCC and CAC October Meeting Minutes
   • OW TPO October Actions Report
   • TIP Amendment Letter - 5305
   • TIP Amendment Letter – Performance Measures
   • TIP Amendment Letter – SR 8 (SR County Line to West of CR 189)
   • TIP Amendment Letter – SR 8 (CR 189 to 2 miles West of Wilkerson Bluff Road)
   • TIP Amendment Letter – SR 8 (Wilkerson Bluff Rd to East of Yellow River)
   • TIP Amendment Letter – SR 8 (East of Yellow River to SR85 – Ferdon Blvd)
   • Transportation Alternatives Workshop Flyer
   • 2020 Legislative Priorities – MPOAC
   • 2020 OW TPO Tentative Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be February 20, 2019 at 3:00 p.m., Okaloosa County Administration Building, 1250 Eglin Parkway, Shalimar, Florida. The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.

Chairman Duley stated that a task force public outreach meeting will be held at the Crestview Community Center on January 11, 2020.

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 2:15 p.m.
MEMBERS ATTENDING:
Jim Wood, Chairman
Charles Dean Covey, Vice Chair
Alex Barthe
Don Cleveland
Steve Czonstka
Rodney Salisbury

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

OTHERS ATTENDING:
Christy Johnson
Ben Faust
Anthony Vallee
Randy Showers
Robert Terry

FDOT
DRMP
MUR Design
Okaloosa County
A. CALL TO ORDER/PLEDGE – Chairman Jim Wood

B. APPROVAL OF AGENDA

Mr. Salisbury moved to approve the agenda; Mr. Cleveland seconded the motion and it was unanimously approved.

C. PUBLIC FORUM

Mr. Anthony Vallee stated that his address is 73 Live Oak East, Defuniak Springs, FL 32435. He stated that he is an architect and that he moved his practice from South Walton County to Defuniak Springs. Mr. Vallee spoke in favor of lane reductions on U.S 331 and Highway 90 in downtown Defuniak Springs.

There was general discussion.

Chairman Wood asked if there were resolutions support from the city council and county commission.

Mr. Vallee stated that he has resolutions from both the city and the county.

Chairman Wood stated that Mr. Douglass Bacon has resigned from the CAC. He read the resignation letter to the board. Chairman Wood stated that he asked Cameron Smith if he would get a Certificate of Appreciation signed by a District Secretary that will be presented in February at the Okaloosa – Walton CAC meeting.

Mr. Salisbury stated that he is also resigning from the Okaloosa – Walton TPO Board. He stated that it has been a pleasure working with everyone. Mr. Salisbury stated that he will be traveling with his wife.

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

Ms. Johnson reported that the John Sims Parkway/Tom’s Bayou Bridge Project is a replacement of the north bound bridge. She stated that all traffic will be shifted to the south bound bridge and transitioning from 4 to 3 lanes. There will be a reversible lane instituted during construction in order to help with heavy traffic flow during peak travel times. Ms. Johnson stated that the construction is expected to go through late 2020. She stated that the structure will include 2 travel lanes, an 8 foot outside shoulder, and a 5 foot sidewalk.

E. CONSENT:

1. ALL COMMITTEES – Approval of October 2019 Meeting Minutes

Mr. Barthe moved to approve the October 2019 meeting minutes; Mr. Cleveland seconded the motion and it was unanimously approved.
F. **ACTION:**

1. **ENCLOSURE A – TPO ONLY** Appointment of an Okaloosa-Walton County TPO Member and Alternate to Serve on the Metropolitan Planning Organization Advisory Council (MPOAC) for Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

2. **ENCLOSURE B – TPO ONLY** Appointment of an Okaloosa-Walton TPO Board Member to Attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Official in Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager

G. **PRESENTATIONS:** (no action required):

Mr. Smith introduced Mr. Faust with DRMP and stated that he would be presenting the ITS/ATMS update.

Mr. Faust stated that he is a traffic engineering consultant working with Emerald Coast Regional Council. He discussed the benefits of regionality, stating that when regions come together it can be very beneficial.

Mr. Faust presented different ways to improve capacity on the roadways. He stated that one way is to add lanes, other ways include arterial traffic management systems, incident management, real time monitoring, and developing better evacuation scenarios, as well as event and parking management.

Mr. Faust reviewed both the strategies that are incorporated in the Transportation Systems Management & Operations (TSM&O) and Advanced Traffic Management System (ATMS) approaches. He stated that roadway monitoring, travel time information, traffic signal detection, pedestrian & transit data collection and real-time performance measures are all things to consider in order to improve traffic flow. Mr. Faust stated that communication is the most important part of the system.

He stated that maintenance and construction are also a large part of the strategy and making sure that there are enough funds when entering an interlocal agreement is very important.

Mr. Faust stated that emergency management plays a role in making sure that the daily traffic flow is maintained and that lanes are cleared for traffic. He stated that emergency preemption also plays a role and that the updated system helps it run more efficiently.

He stated that travel information systems provide travelers information through digital signs. He said that another element of that is the smart cars giving travel information to drivers.

Mr. Faust further discussed the benefits of technology of roadway efficiency and safety.

There was general discussion.
1. **ENCLOSURE C – CAC & TPO ONLY Consideration of Citizens’ Advisory Committee (CAC)**  
**Bylaw Update – Ms. Annie Walthall, ECRC Staff**

Ms. Walthall stated that ECRC staff has reviewed and refined the CAC section of the bylaws. She stated that ECRC is working on getting a focus group together in order to have the bylaws finalized. She stated that ECRC would be seeking action in February.

There was general discussion.

2. **ENCLOSURE D – ALL COMMITTEES Implementation of Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff**

Mr. Kramer presented the Targets for Safety Performance Measures stating that they were an emerging issue initiated by the Federal Highway Administration during development of the 2040 Long Range Transportation Plan. He stated that rule makings for safety, bridge, pavement, and system performance were established by the Federal Highway Administration in 2016-2017. Bridge, pavement and system performance targets were adopted by the TPO on September 20, 2018. He said they don't need to be adopted again until April 1, 2023. Targets for safety performance measures must be adopted annually by February 27th for all five categories.

Mr. Kramer stated that the TPO can either accept the FDOT targets or establish their own targets for safety. He stated that if the CAC would like the TPO to go with different targets other than the FDOT targets to please let him know by December 18, 2019.

There was general discussion.

3. **ENCLOSURE E – ALL COMMITTEES Regional Bicycle and Pedestrian Working Group – Ms. Caitlin Cerame, AICP, ECRC Staff**

Ms. Cerame explained that there would be a regional bicycle and pedestrian committee established. She said the Okaloosa – Walton TPO would be collaborating with Florida – Alabama and Bay County TPOs. She stated that the group would be working on projects that are multijurisdictional and that cross jurisdictional boundaries. She stated that there would be an exploratory meeting held in early 2020.

Ms. Cerame stated that there will be a workshop held to review the Transportation Alternatives program application process on January 13, 2020 at 1 p.m. at the Crestview Library.

4. **ENCLOSURE F – TPO ONLY Northwest Florida Regional Transportation Organization Roster Review – Ms. Caitlin Cerame, ECRC Staff**

Ms. Washnock provided an update on the Mobility Week ride along and stated that Commissioner Ketchel and Councilman Overdier participated in the event.
H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K– ALL COMMITTEES

- TCC and CAC October Meeting Minutes
- OW TPO October Actions Report
- TIP Amendment Letter - 5305
- TIP Amendment Letter – Performance Measures
- TIP Amendment Letter – SR 8 (SR County Line to West of CR 189)
- TIP Amendment Letter – SR 8 (CR 189 to 2 miles West of Wilkerson Bluff Road)
- TIP Amendment Letter – SR 8 (Wilkerson Bluff Rd to East of Yellow River)
- TIP Amendment Letter – SR 8 (East of Yellow River to SR85 – Ferdon Blvd)
- Transportation Alternatives Workshop Flyer
- 2020 Legislative Priorities – MPOAC
- 2020 OW TPO Tentative Schedule

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The meeting was adjourned at 11:17 a.m.
MEMORANDUM

DATE: December 17, 2019

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 – December 2019

The following items were discussed and acted upon by the Okaloosa-Walton Transportation Planning Organization (TPO) at the December 12, 2019 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.

METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL

The TPO approved the appointment of Mayor Dick Rynearson as the Primary Member to serve on the Metropolitan Planning Organization Advisory Council (MPOAC) and Mayor J.B. Whitten to serve as the Alternate Member for Calendar Year 2020. This action was recommended in order for the TPO to participate with other MPOAC member to address transportation issues that are of common interest to all urbanized areas and MPOs in the state.

The TPO approved the appointment of Commissioner Danny Glidewell and Councilman Andrew Rencich to attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Officials in Calendar Year 2020. The board also approved Judge Patt Maney to attend the MPOAC institute if non-voting TPO board members are permitted. This action was recommended to provide TPO members with a better understanding of the MPO planning process.
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.

The Okaloosa-Walton TPO is staffed by the Emerald Coast Regional Council (ECRC), a regional entity providing professional planning, coordinating, and advisory services to local governments, state and federal agencies, and the public to preserve and enhance quality of life in northwest Florida. Public participation is solicited without regard to race, color, national origin, sex, age, religion, disability, or family status. Reasonable accommodation will be made for access in accordance with the Americans with Disabilities Act. Contact Brittany Ellers, 850-332-7976, ext. 220 or brittany.ellers@ecrc.org, or TTY 711, at least 48 hours in advance. Para informacion en espanol, puede llamar a Ada Clark at 850-332-7976, ext. 278 o TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.