MEETING OF THE TRANSPORTATION PLANNING ORGANIZATION  
Thursday, December 12, 2019 3:00 p.m.

Okaloosa County Administration Building  
1250 Eglin Parkway, Shalimar, FL

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:
ALL COMMITTEES Approval of October 2019 Meeting Minutes

F. ACTION:
1. ENCLOSURE A – TPO ONLY Appointment of an Okaloosa-Walton County TPO Member and an 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 Officials in Calendar Year 2020 – Ms. Mary Beth Washnock, ECRC Transportation Manager
G. PRESENTATIONS (no action required):
1. ENCLOSURE C – ALL COMMITTEES Implementation of Targets for Safety Performance Measures – Mr. Gary Kramer, ECRC Staff
2. ENCLOSURE D – CAC & TPO ONLY Consideration of Citizens’ Advisory Committee (CAC) Bylaw Update – Ms. Annie Walthall, ECRC Staff
3. ENCLOSURE E – ALL COMMITTEES Regional Bicycle and Pedestrian Working Group – Ms. Caitlin Cerame, AICP, ECRC Staff
4. ENCLOSURE F – TPO ONLY Northwest Florida Regional Transportation Organization Roster Review – Ms. Caitlin Cerame, ECRC Staff

H. INFORMATION ITEMS (no presentation necessary):
1. ENCLOSURE G – 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 Thursday, February 20, 2020 at 3:00 p.m. Location TBD. The CAC will meet at 9:30 a.m. and the TCC will meet at 1:30 p.m.

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

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. Annie Walthal, of requirements at annie.walthal@ecrc.org or 1-800-226-8914, Extension 281 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.
CONSENT AGENDA
CONSENT AGENDA

ITEM #1

O-W TPO OCTOBER MEETING MINUTES
MEMBERS ATTENDING:
Nathan Boyles, Chairman  
Okaloosa County Commissioner  
Carolyn Ketchel  
Okaloosa County Commissioner  
J.B. Whitten  
City of Crestview Mayor  
Joe Blocker  
Crestview City Council  
Andrew Rencich  
Crestview City Council  
Charlotte McKamy  
Mary Esther City Council  
Chatham Morgan  
City of Destin Council  
Skip Overdier  
City of Destin  
Todd Bierbaum  
DeFuniak Springs City Council

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

MEMBERS NOT IN ATTENDANCE:
Dick Rynearson  
Fort Walton Beach  
Amy Jamieson  
Fort Walton City Council  
Kelley Windes  
Okaloosa County Commissioner  
Graham W Fountain  
Okaloosa County Commissioner  
Christine Wasdin  
City Commissioner  
Judy Boudreaux  
Niceville City Council  
Danny Glidewell  
Walton County Commissioner  
Bill Chapman  
Walton County Commissioner  
Trey Nick  
Walton County Commissioner  
Elizabeth Haffner  
City of Freeport

OTHERS ATTENDING:
Christy Johnson  
FDOT  
Ray Kirkland  
FDOT  
Mary Wilson  
FDOT  
Tim Smith  
FDOT  
Starsky Harrell  
FDOT  
Regina Battles  
FDOT  
Richard Norris  
FDOT  
Jared Purdue  
FDOT
A. CALL TO ORDER/PLEDGE – Chairman Nathan Boyles

B. APPROVAL OF AGENDA

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

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

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

Chairman Boyles recognized Mr. Jared Purdue, Director of Transportation and Development, representing District Secretary Gainer.

Mr. Purdue stated that Secretary Gainer sent his regrets that he was not able to be present. Mr. Purdue stated that Secretary Gainer was attending a monthly workshop with other FDOT district secretaries in Fort Lauderdale, FL.

Commissioner Ketchel thanked FDOT for its partnership.

Mr. Paulk reported there is a flyer explaining the Florida Transportation Plan in the agenda. He stated that it is the framework document that FDOT utilizes for the expenditure of Transportation dollars over the next 20 years.

Mr. Paulk said the public meeting for the State Road 85 resurfacing project, from State Road 123 to North of I-10, has been scheduled for Thursday, November 14th from 5:30 pm until 6:30 p.m. at Warriors Hall, 201 Stillwell Avenue, Crestview, FL.

Mr. Paulk reported that the State Road 85 Eastern Bypass Feasibility Study is near completion. He said FDOT has determined that the best option is to put the project on hold at this time.
E. CONSENT:
   1. ALL COMMITTEES – Approval of July 2019 Meeting Minutes

   2. ALL COMMITTEES- Consideration of Amending the FY 2020-2024 Transportation Improvement Program to Add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement – Mr. Bryant Paulk, AICP FDOT Urban Liaison

   Mayor Whitten moved to approve the consent agenda; Councilman Bierbaum seconded the motion and it was unanimously approved.

F. ACTION:
   1. ENCLOSEMENT A – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
      Consideration of Resolution O-W 19-14 Amending the FY 2020-2024 Transportation Improvement Program to Add Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) Number 4217182 in FY 2019/2020 for a Total Cost of $73,369 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

      Mr. Paulk stated that the Federal Transit Administration requested that the above projects be added to the Transportation Improvement Program (TIP). Mr. Paulk stated that these funds have historically been received by the TPO's and utilized for transit planning. Mr. Paulk stated that these are not additional funds.

      Mayor Whitten moved to recommended that the TPO chairman sign Resolution O-W 19-14 to amend the FY 2020-2024 TIP. Councilwoman McKamy seconded the motion.

      ROLL CALL VOTE
      Nathan Boyles  Yes
      Carolyn Ketchel  Yes
      Joe Blocker  Yes
      J.B. Whitten  Yes
      Andrew Rencich  Yes
      Todd Bierbaum  Yes
      Chatham Morgan  Yes
      Skip Overdier  Yes
      Charlotte McKamy  Yes

      The motion was unanimously approved.
Chairman Boyles clarified that Enclosure B, C, D and E would be voted on as one item.

2. ENCLOSURE B – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-15 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from the Santa Rosa County Line to West of CR 189 (Log Lake Road), Capacity Improvement Project as Project #4130625 in FY 2019/2020 in the amount of $2,090,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

3. ENCLOSURE C – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-16 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from West of CR 189 (Log Lake Road) to 2 Miles West of Wilkerson Bluff Road, Capacity Improvement Project as Project #4410382 in FY 2019/2020 in the amount of $3,190,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

4. ENCLOSURE D – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-17 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of the Yellow River, Capacity Improvement Project as Project #4410383 in FY 2019/2020 in the amount of $5,280,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

5. ENCLOSURE E – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-18 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from East of the Yellow River to SR 85 (Ferdon Boulevard), Capacity Improvement Project as Project #4410384 in FY 2019/2020 in the amount of $4,189,130 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk reported that FDOT was able to allocate some funds for the design. FDOT is requesting that the TPO amend the Transportation Improvement Program (TIP) to add the design funding for the phase for the projects listed in Enclosures B-E.

Commissioner Ketchel moved to authorize the TPO chairman to sign Resolution O-W 19-15, Resolution O-W 19-16, Resolution O-W 19-17, Resolution O-W 19-17,
and Resolution O-W 19-18 to amend the FY 2020-2024 TIP. Councilman Blocker seconded the motion.

**ROLL CALL VOTE**

Nathan Boyles  Yes  
Carolyn Ketchel  Yes  
Joe Blocker  Yes  
J.B. Whitten  Yes  
Andrew Rencich  Yes  
Todd Bierbaum  Yes  
Chatham Morgan  Yes  
Skip Overdier  Yes  
Charlotte McKamy  Yes  

The motion was unanimously approved.

6. **ENCLOSURE F – ALL COMMITTEES** Consideration of Resolution O-W 19-13 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk presented the Okaloosa-Walton FY 2021-2025 Tentative Work Program.

Chairman Boyles noted that the work program shows full funding of the Crestview west interchange project. He thanked the FDOT.

**Councilman Rencich moved to authorize the TPO chairman to sign Resolution O-W 19-13 accepting the FDOT Fiscal Years 2021-2025 Tentative Work Program. Councilman Bierbaum seconded the motion and it was unanimously approved.**

7. **ENCLOSURE G – TPO ONLY** Consideration of Authorizing the TPO Chairman to Sign the Mobility Week Proclamation – Mr. Rodriques Kimbrough, ECRC Staff

Mr. Kimbrough presented the Mobility Week proclamation on behalf of ride-On Emerald Coast. He stated that ride-On Emerald Coast is a commuter assistance program. Mr. Kimbrough stated that Mobility Week will occur October 25th thru November 1, 2019.

**Commissioner Ketchel moved to authorize the TPO chairman to sign the Mobility Week proclamation. Councilman Blocker seconded the motion and it was unanimously approved.**

G. **PRESENTATIONS: (no action required):**
1. ENCLOSURE H – ALL COMMITTEES Okaloosa-Walton TPO Bicycle and Pedestrian Project Priorities – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame presented the Okaloosa-Walton TPO Bicycle and Pedestrian project priorities as included in the agenda. There was a workshop held on August 21, 2019 with the TCC and CAC. At that workshop the members present worked with staff to update the list up in order to remove projects that had either been completed or others that weren't feasible to complete. The list was downsized from 47 projects to 15 projects; all the projects are still in the plan, however, the most feasible projects are in the top 15 on the list.

2. ENCLOSURE I – TCC/CAC ONLY Community Traffic Safety Team (CTST) Overview – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame explained the CTST and how it works. No further comments.

3. ENCLOSURE J – TCC/CAC ONLY Electronic Scooters Rules and Regulations – Ms. Caitlin Cerame, AICP, ECRC Staff

Chairman Boyles asked the board if they wanted to hear the presentation on Electronic Scooters Rules and Regulations. Mayor Whitten and Councilman stated that they would like to hear the presentation.

Ms. Cerame presented, she stated that there was a bill passed considering E-scooters the same as a bicycle. The E-scooters will have the same rights and responsibilities to the roads and sidewalks. The bill also gave the power to local governments to govern, through and ordinance.

H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K– ALL COMMITTEES

   • TCC and CAC July Meeting Minutes
   • OW TPO July Actions Report
   • TIP Administrative Amendment Letter
   • TIP UPWP Amendment Letter
   • Project Priorities Letter to Colonel Conley
   • Regional Intelligent Transportation Systems Plan 2019 Progress Report
   • Florida Transportation Plan Update Handout
   • 2019 OW TPO Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be December 12,
2019 at 3:00 p.m. at the 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 3:47 p.m.
ENCLOSURE A
SUBJECT: Appointment of an Okaloosa-Walton County TPO Member and Alternate to Serve on the Metropolitan Planning Organization Advisory Council (MPOAC) for Calendar Year 2020

ORIGIN OF SUBJECT: MPOAC

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The MPOAC is a statewide organization created by the Florida Legislature to address transportation issues of common interest to all urbanized areas and Metropolitan Planning Organizations (MPOs) in the state. The MPOAC is made up of MPO members representing each MPO in the state.

At this time each year, the MPOAC asks each MPO to elect a representative and an alternate to serve on the MPOAC for the next calendar year. The current member is Mayor Dick Rynearson, Fort Walton Beach, and the alternate is Councilman J.B. Whitten, Crestview.

The MPOAC generally meets the end of January, April, July, and October in Orlando, Florida. WFRPC staff assists with travel and hotel arrangements. Expenses are paid by the TPO.

The 2020 MPOAC meeting schedule will be provided once it is made available to staff.

Attached is the following:

- Okaloosa-Walton TPO Roster

RECOMMENDED ACTION: Appointment of a TPO member and alternate to serve on the MPOAC for calendar year 2020. This action is recommended in order for the TPO to participate with other MPOAC members to address transportation issues that are of common interest to all urbanized areas and MPOs in the state. Please contact Ms. Mary Beth Washnock, ECRC Transportation Planning Manager, at 1-800-226-8914, Extension 228 or marybeth.washnock@wfrpc.org if additional information is needed.
# Okaloosa-Walton TPO Members Roster

## CITY OF CRESTVIEW

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Email</th>
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<tbody>
<tr>
<td>J B Whitten</td>
<td>Mayor</td>
<td><a href="mailto:jbwhitten@cityofcrestview.org">jbwhitten@cityofcrestview.org</a></td>
</tr>
<tr>
<td>Joe Blocker</td>
<td>Councilman</td>
<td><a href="mailto:joeblocker@cityofcrestview.org">joeblocker@cityofcrestview.org</a></td>
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<tr>
<td>Andrew Rencich</td>
<td>Council Member</td>
<td><a href="mailto:andrew.rencich@cityofcrestview.org">andrew.rencich@cityofcrestview.org</a></td>
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## CITY OF DEFUNIAK SPRINGS

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<tr>
<td>Todd Bierbaum</td>
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<td><a href="mailto:todd.bierbaum@defuniaksprings.net">todd.bierbaum@defuniaksprings.net</a></td>
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## CITY OF DESTIN

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<tr>
<td>Chatham Morgan</td>
<td>Council Member</td>
<td><a href="mailto:cmorgan@cityofdestin.com">cmorgan@cityofdestin.com</a></td>
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<tr>
<td>Skip Overdier</td>
<td>Council Member</td>
<td><a href="mailto:soverdier@cityofdestin.com">soverdier@cityofdestin.com</a></td>
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# Okaloosa-Walton TPO Members Roster

## CITY OF FREEPORT
ELIZABETH HAFFNER COUNCIL MEMBER  
CITY OF FREEPORT  
P.O. BOX 339  
FREEPORT FL 32439  

Contact email: ehaffner@freeportflorida.gov  
Contact Phone: (850) 737-1144

## CITY OF FT WALTON BEACH
AMY JAMIESON COUNCIL MEMBER VICE CHAIR  
CITY OF FT WALTON BEACH  
211 CHATEAUGAY STREET NW  
FT WALTON BEACH FL 32548  

Contact email: dreams@gnt.net  
Contact Phone: (850) 240-4869

## CITY OF MARY ESTHER
CHARLOTTE MCKAMY COUNCIL MEMBER  
CITY OF MARY ESTHER  
195 CHRISTOBAL ROAD N  
MARY ESTHER FL 32569  

Contact email: cmbrMcKamy@cityofmaresther.com  
Contact Phone: (850) 499-8871

## CITY OF NICEVILLE
JUDY BOURDREUX COUNCIL MEMBER  
CITY OF NICEVILLE  
208 PARTIN DR N  
NICEVILLE FL 32578  

Contact email: jbourdr2222@aol.com  
Contact email: jbourdreaux@niceville.org  
Contact Phone: (850) 830-4949

## CITY OF VALPARAISO
CHRISTINE WASdin COMMISSIONER  
CITY OF VALPARAISO  
168 MAGNOLIA LANE  
VALPARAISO FL 32580  

Contact email: cwasdin@valp.org  
Contact Phone: (702) 304-4880
# Okaloosa-Walton TPO Members Roster

## OKALOOSA COUNTY COMMISSION

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>NATHAN BOYLES</td>
<td>COMMISSIONER CHAIR</td>
<td>OKALOOSA BOARD OF COUNTY COMMISSIONERS</td>
<td><a href="mailto:nboyles@co.okaloosa.fl.us">nboyles@co.okaloosa.fl.us</a></td>
<td>(850) 689-5030</td>
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<td>CHARLES K WINDES</td>
<td>JR COMMISSIONER</td>
<td>OKALOOSA COUNTY BOARD OF COMMISSIONERS</td>
<td><a href="mailto:kwindes@co.okaloosa.fl.us">kwindes@co.okaloosa.fl.us</a></td>
<td>(850) 803-2320</td>
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<td>CAROLYN KETCHEL</td>
<td>COMMISSIONER</td>
<td>OKALOOSA COUNTY BOARD OF COMMISSIONERS</td>
<td><a href="mailto:oketchel@myokaloosa.com">oketchel@myokaloosa.com</a></td>
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<td>GRAHAM W FOUNTAIN</td>
<td>COMMISSIONER</td>
<td>OKALOOSA COUNTY BOARD OF COMMISSIONERS</td>
<td><a href="mailto:gfountain@co.okaloosa.fl.us">gfountain@co.okaloosa.fl.us</a></td>
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## WALTON COUNTY COMMISSION

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<tbody>
<tr>
<td>WILLIAM CHAPMAN</td>
<td>COMMISSIONER</td>
<td>WALTON BOARD OF COUNTY COMMISSIONERS</td>
<td><a href="mailto:chabill@co.walton.fl.us">chabill@co.walton.fl.us</a></td>
<td>(850) 835-4860</td>
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<tr>
<td>TREY NICK</td>
<td>COMMISSIONER</td>
<td>WALTON BOARD OF COUNTY COMMISSIONERS</td>
<td><a href="mailto:nctrey@co.walton.fl.us">nctrey@co.walton.fl.us</a></td>
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DANNY GLIDEWELL COMMISSIONER
WALTON BOARD OF COUNTY COMMISSIONERS
129 MONTGOMERY CIRCLE
DEFUNIAK SPRINGS FL 32435

Contact email: gidanny@co.walton.fl.us
Contact Phone: (850) 892-4020
ENCLOSURE B
SUBJECT: Appointment of an Okaloosa-Walton TPO Board Member Attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Officials in Calendar Year 2020

ORIGIN OF SUBJECT: MPOAC

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The MPOAC Institute is an annual training opportunity for MPO board members to learn about transportation planning in the state of Florida. It is a time for them to meet other MPO members from around the state and receive an orientation on their role as a TPO member.

The MPOAC Institute has scheduled the following trainings in 2020:
- March 20-22, 2020 at the Florida League of Cities University Training Center, Orlando, Florida
- April 17-19, 2020 at the Renaissance Hotel International Plaza, Tampa, FL

Attached is the following:
- 2020 MPOAC Institute Training Information Flyer

RECOMMENDED ACTION: Approval of a motion selecting one Okaloosa-Walton TPO board member to attend the Metropolitan Planning Organization Advisory Council (MPOAC) Institute Workshop for Elected Officials in Calendar Year 2020. An alternate member is suggested in case the appointee cannot attend. This action is recommended to provide TPO members with a better understanding of the MPO planning process. Please contact Ms. Mary Beth Washnock, ECRC Transportation Manager, at 850-332-7976, Extension 228 or marybeth.washnock@wfrpc.org if additional information is needed.
MPOAC Weekend Institute for Elected Officials provides MPO board members with an opportunity to enhance their understanding and leadership skills regarding transportation decision-making, including the key role they play in the process.

**TWO EVENTS / TWO LOCATIONS**

The MPOAC Weekend Institute for Elected Officials will be held twice in 2020: March 20-22 at the FLC University Training Center in Orlando and April 17-19 at the Renaissance Hotel International Plaza in Tampa. The MPOAC Weekend Institute is open to MPO board members only and space is limited to a total of 25 participants per Institute. Florida MPOs may send up to three board members to each event on a first-come, first-served basis. Select the event date you would like to attend and register by February 2, 2020 for Orlando or April 10, 2020 for Tampa.

**CONFERENCE OVERVIEW**

Transportation decision-makers face numerous challenges in making complex transportation decisions. Many new MPO board members have limited prior experience with the planning and funding of the local and regional transportation system. Even board members with years of experience struggle mastering important elements of the transportation planning process, especially given the constant evolution of federal and state regulations.

The MPOAC Weekend Institute for Elected Officials provides MPO board members with an opportunity to become transportation experts.

**INSTITUTE TRAINERS**

<table>
<thead>
<tr>
<th>March 20 - 22, 2020</th>
<th>April 17 - 19, 2020</th>
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<tbody>
<tr>
<td><strong>FLC University Training Center</strong></td>
<td><strong>Renaissance Hotel International Plaza</strong></td>
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<tr>
<td><strong>Orlando, Florida</strong></td>
<td><strong>Tampa, Florida</strong></td>
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**INSTITUTE TOPICS INCLUDE:**

- Laws and Regulations Affecting MPOs
- MPO Products and Process
- Transportation Jargon & Acronyms
- MPO Board Responsibilities and Authority
- Critical Funding Issues

**ABOUT THE INSTITUTE**

The MPOAC Weekend Institute for Elected Officials covers a variety of topics of interest to MPO board members. The information provided during the Institute is designed for practical application in transportation planning activities performed by elected officials. The goal is to provide MPO board members with the knowledge and tools necessary to engage in the MPO process without requiring Board members to become transportation experts.

**REGISTRATION**

A registration fee of $300 is required to attend the MPOAC Weekend Institute. The registration fee April be paid by check or credit card. Be sure to indicate whether paying by check or credit card. If you elect to pay with a credit card, you will receive an emailed invitation with instructions to pay via PayPal within a week. To register by mail, send the attached registration form and check by the respective deadline date to MPOAC Weekend Institute, c/o Brigitte Messina, 605 Suwannee St., MS 28B, Tallahassee, FL 32399-0450. Please notify Christen Miller at (813) 974-6387, christen@cutr.usf.edu at least two weeks prior to each event date if you need to cancel. Cancellations after that time will not be refunded.

**Hotel reservations** are the responsibility of each Institute attendee. For reservations, contact the hotel directly at (888) 236-2427 or visit http://tinyurl.com/Tampa2020. A special rate of $150.00 per night is available for Institute attendees who make reservations by March 20, 2020 for this event. To receive the special rate, notify the reservationist of your participation in the MPOAC Institute when making your hotel reservations. Any room cancellations are the responsibility of the individuals in whose name the reservation is made and not that of the MPOAC.

The hotel offers $20 on-site self parking if registered under the room block.

Check-in for the Institute will be held between 5:30 p.m. on the first day of the event. The program will begin promptly at 6:00 p.m. with a working dinner. Please note that while the dinner will be a good opportunity to mingle with fellow MPO Board members from around the state, it will also be used as a training opportunity and attendance is important. Breakfast will be provided each morning, as will a deli-style buffet lunch on Saturday. These meals, along with Friday’s working dinner, are included in the registration fee. Saturday evening is a “free” evening and an opportunity to experience the diversity of restaurants and activities in the area.

**INSTITUTE TRAINERS**

<table>
<thead>
<tr>
<th>Harold (Hal) M. Beadall, JD</th>
<th>Jeff Kramer, AICP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Specialist</td>
<td>Senior Research Associate</td>
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<tr>
<td>FDOT Consensus Center</td>
<td>Florida Transportation Research Center for Urban Transportation</td>
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<td>Florida State University</td>
<td>University of South Florida</td>
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<tr>
<th>Scott G. Paine, Ph.D.</th>
<th>Kristine Williams, AICP</th>
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<tr>
<td>Director</td>
<td>Program Director</td>
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<tr>
<td>Florida League of Cities</td>
<td>Center for Urban Transportation Research</td>
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**Okaloosa-Walton TPO December 2019**
ENCLOSURE C
ENCLOSURE C
CAC AND TPO ONLY

SUBJECT: Consideration of Citizens’ Advisory Committee (CAC) Bylaw Update

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. The final recommendation will be presented to the TPO and advisory committees at the TPO meeting scheduled for Dec. 12, 2019.

The bylaws will be brought before the TPO and CAC at the December meetings for approval.

The current CAC bylaws are available at the following link: https://www.ecrc.org/document_center/Programs/Okaloosa%20Walton%20TPO/Plan%20and%20Documents/Okaloosa-Walton-TPO-Bylaws-and-Procedures.pdf

Attached are the following:
- CAC Updated Bylaw Changes Underline/Strike Through
- CAC Updated Bylaw Changes Clean Version
- CAC Bylaw Research

RECOMMENDED ACTION: The recommended action is to adopt the recommended changes to the Okaloosa-Walton TPO Citizens Advisory Committee Bylaws. Please contact Ms. Annie Walthall, ECRC staff, at 850-332-7976, ext. 281 or annie.walthall@ecrc.org if additional information is needed.
OKALOOSA-WALTON TPO
CITIZENS’ ADVISORY COMMITTEE (CAC)
BYLAWS, POLICIES AND PROCEDURES

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 two (2) two (2) year terms under the same appointing entity. CAC members shall serve maximum terms of four (4) years under any appointing entity. Prospective
members, who qualify, can apply for membership again after a two (2) year minimum hiatus. Members must be reaffirmed by either a TPO board member representing their geographical location, or local interest/advocacy group, and/or TPO staff (At-Large members). 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 appoint 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 appointments 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 appoint 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 appointment of CAC members by TPO board members will represent the TPO Study Metropolitan Planning Area as follows:

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<tr>
<th>Area</th>
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<td>City of Defuniak Springs</td>
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<td>City of Freeport</td>
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*The number of representatives for each area is based on urban population*

(b) TPO staff will research and correspond with local interest/advocacy groups or organizations for the purpose of appointing seven (7) CAC members 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.

(c) Four (4) At-Large Members, one 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.

(3) There is a limit of thirty (30) 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.
Non-Voting members represent the West Florida Regional Planning Council (WFRPC) and Florida Department of Transportation District Three Planning Office.

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. A member who has been removed due to lack of participation and wishes to rejoin the CAC may go through the appointment/application process explained above at least two (2) years after removal date.

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, 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. The Chair and Vice-Chair shall not hold the position for more than one TPO fiscal year. The county represented by the Chair and Vice-Chair shall not hold the position for more than one TPO fiscal year, unless there is no representation from another county on the committee.

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 of 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
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.

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.

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

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.

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

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.

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.

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

### 3.09 CAC MEETING AGENDA

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

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.
(3) 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.

(4) 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.

(5) 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.

(6) This rule is not applicable to special or emergency meetings.

3.10 CAC OFFICIAL ACTIONS

(1) 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.

(2) 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.

(3) 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

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

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

(3) 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.

(4) 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, 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) 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.
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(2) CAC Membership will be obtained as follows:

(3) Each member of the TPO elected body will appoint 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 appointments 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 appoint 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 appointment of CAC members by TPO board members will represent the TPO Study Metropolitan Planning Area as follows:

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

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(b) Four (4) At-Large Members, one 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.

(4) There is a limit of thirty (30) Voting Members who may serve on the CAC.

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

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

(7) 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.

(8) 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.

(9) 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. 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. A member who has been removed due to lack of participation and wishes to rejoin the CAC may go through the appointment/application process explained above at least two (2) years after removal date.

(10) 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.

**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, 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. The Chair and Vice-Chair shall not hold the position for more than one TPO fiscal year. The county represented by the Chair and Vice-Chair shall not hold the position for more than one TPO fiscal year, unless there is no representation from another county on the committee.

(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 of 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 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.
3.06 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.

(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
(3) 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.

(4) 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.

(5) 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.

(6) This rule is not applicable to special or emergency meetings.

3.10 CAC OFFICIAL ACTIONS

(1) 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.

(2) 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.

(3) 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

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

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

(3) 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.

(4) 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, 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) 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 D
SUBJECT: Implementation of Targets for Safety Performance Measures

ORIGIN OF SUBJECT: Federal Transportation Legislation (MAP-21 (Moving Ahead for Progress in the 21st Century) Act and FAST (Fixing America’s Surface Transportation) Act), Federal Highway Administration, and Alabama and Florida Departments 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 in the next paragraph). In 2018 and 2019, the Okaloosa-Walton TPO accepted the FDOT targets for Safety Performance Measures by adopting Resolutions O-W 18-01 and OW 19-01. The necessary language for Safety Performance Measures was incorporated into the FY 2019-2023 and FY 2020-2024 Transportation Improvement Programs (TIPs) and amendments to the TIP. Any future amendments to the 2040 Long Range Transportation Plan will also need to incorporate language for Performance Measures.

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 DOT targets for 2020. The targets are based on a five-year
rolling average, 2018 (2012-2016), 2019 (2013-2017), and 2020 (2014-2018). If there is a desire for the TPO to set targets for Safety which are different from FDOT, please e-mail Gary Kramer of the ECRC staff by December 18, 2019.

<table>
<thead>
<tr>
<th>Entity</th>
<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>
<th>Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries</th>
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**FDOT’s METHODOLOGY**

Florida shares the national traffic safety vision “Toward Zero Deaths,” and formally adopted their 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.

RECOMMENDED ACTION: This item is for information this month and approval at the February 2020 TPO Meeting. Please contact Mr. Gary Kramer, ECRC Staff, at gary.kramer@ecrc.org or (850) 332-7976, Extension 219, if additional information is needed.
ENCLOSURE E
SUBJECT: Regional Bicycle and Pedestrian Working Group

ORIGIN OF SUBJECT: Task C.4 Multi-Modal Planning in the Unified Planning Work Program (UPWP)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: The adopted Unified Planning Work Program includes a sub-task necessitating creation of a regional bicycle and pedestrian working group. The purpose of the group is to facilitate regional collaboration with diverse stakeholders in planning bicycle and pedestrian infrastructure among the three Transportation Planning Organizations in the region. The focus will primarily be on projects of regional significance such as the Old Spanish Trail and the Great Northwest Regional Connector.

An exploratory meeting will be held in early 2020 to discuss goals, policies, and objectives of the group. Staff is soliciting input on citizens and technical staff that should be invited to attend this meeting.

Attached are the following:
- Great Northwest Regional Connector Trail Map
- Florida Greenways and Trails Map
- Suntrail Priority Network Map

RECOMMENDED ACTION: This item is for information and review only. Please contact Ms. Caitlin Cerame, ECRC staff, at 850-332-7976, Extension 203 or caitlin.cerame@ecrc.org with contacts of invitees to the regional bicycle and pedestrian working group exploratory meeting.
Great Northwest Regional Connector - Alabama State Line to Gulf County Line, Florida
with Bike Paths and Trails Programmed in the Transportation Improvement Program

**Trail Status**
- **Existing**
- **Programmed/Funded**
- **Jones Swamp Unpaved Trail**
- **Unfunded Gap**
- **Great Northwest Coast Regional Connector**

**Escambia County Trail Mileage**
- Total: 25
- Existing/Programmed/Funded: 14
- Gaps:
  - 1. Escambia County SW Greenway 10.4
  - 2. Kincade St/Barrancas Ave 1.43
  - 3. Barrancas Ave/W Main St/S A St/ W Government St/S Alcaniz St 2.3

**Santa Rosa County Trail Mileage**
- Total: 37
- Existing/Programmed/Funded: 18
- Gaps:
  - 4. Gulf Breeze Parkway 1.33
  - 5. Soundside Dr/Woodlawn Beach Rd/Gulf Breeze Pkwy/E Bay Blvd 8.99
  - 6. Andorra St, 4th St, Frutera St, Laredo St, Granada St 8.04

**Okaloosa County Trail Mileage**
- Total: 27
- Existing/Programmed/Funded: 6
- Gaps:
  - 7. W Highway 98 18.7
  - 8. Highway 98 E 0.27
  - 9. Highway 98 E/Dolphin St/Trail past Lake Ave 0.91
  - 10. Great NW Coastal Trail Corridor 0.7

**Walton County Trail Mileage**
- Total: 30
- Existing/Programmed/Funded: 29
- Gaps:
  - 11. US Highway 98/CR 30A 1.43

**Bay County Trail Mileage**
- Total: 67
- Existing/Programmed/Funded: 17
- Gaps:
  - 12. Great NW Coastal Trail 13.3
  - 13. Great NW Coastal Trail 36.1

Prepared by West Florida Regional Planning Council
SOURCES: FDOT, Rails to Trails, Federal Highway Administration FDOT Regional Trail Inventory and GIS

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[Map and data table visualized with various trail statuses and mileages.]
ENCLOSURE F
SUBJECT: Northwest Florida Regional Transportation Planning Organization Roster Review

ORIGIN OF SUBJECT: Task R.1 Regional and Rural Transportation Planning in the Unified Planning Work Program (UPWP)

LOCAL GOVERNMENT ACTION NEEDED: None

BACKGROUND: Founded on May 20, 2004, the Northwest Florida Regional Transportation Planning Organization (TPO) is comprised of representatives from the four westernmost counties in the Florida panhandle (Escambia, Santa Rosa, Okaloosa, and Walton). The creation of this entity will enable regional planning in a collaborative manner and provides an opportunity for jurisdictions to participate in the Transportation Regional Incentive Program (TRIP). TRIP provides state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

The Florida Department of Transportation (FDOT) has opened the TRIP application cycle for FY 2020. The Northwest Florida Regional TPO must convene to review and prioritize projects for submittal to the Department. A February 2020 public meeting is anticipated to meet the Department’s application deadline. To ensure continued participation and a robust board, staff is requesting review of the current roster of voting members and alternate members.

Attached are the following:
- Northwest Florida Regional TPO Roster
- Membership Requirements from the By-Laws

RECOMMENDED ACTION: This item is for information and review only. Please contact Ms. Caitlin Cerame, ECRC staff, at 850-332-7976, Extension 203 or caitlin.cerame@ecrc.org if you can no longer serve on the Regional TPO and would like to appoint a replacement or alternate.
# NORTHWEST FLORIDA REGIONAL TPO VOTING MEMBER AND ALTERNATES ROSTER

## Escambia County Commission

Jeff Bergosh, Commissioner  
Contact email: district1@myescambia.com  
Contact Phone: (850) 595-4910  
Alternate: Lumon May, Commissioner

- Steven Barry, Commissioner  
  Escambia Board of County Commissioners  
  PO Box 1591  
  Pensacola, FL 32501-1591

Contact email: district5@myescambia.com  
Contact Phone: (850) 595-4910  
Alternate: Robert Bender, Commissioner

- Steven Barry, Commissioner  
  Escambia Board of County Commissioners  
  221 Palafox Place Suite 400  
  Pensacola, FL 32502

- Steven Barry, Commissioner  
  Escambia Board of County Commissioners  
  221 Palafox Place Suite 400  
  Pensacola, FL 32502

Contact email: gwingate@cityofpensacola.com  
Contact Phone: (850) 607-0185  
Alternate: PC Wu, Council member

- Andy Terhaar, Council member  
  City of Pensacola  
  P.O. Box 12910  
  Pensacola, FL 32521

Contact email: atherhaar@cityofpensacola.com  
Contact Phone: (850) 393-6014  
Work Phone: (850) 435-1606

## City of Pensacola

Gerald Wingate, Council member  
Contact email: gwingate@cityofpensacola.com  
Contact Phone: (850) 607-0185  
Alternate: PC Wu, Council member

- Andy Terhaar, Council member  
  City of Pensacola  
  P.O. Box 12910  
  Pensacola, FL 32521

Contact email: atherhaar@cityofpensacola.com  
Contact Phone: (850) 393-6014  
Work Phone: (850) 435-1606

## Santa Rosa County Commission

Lane Lynchard, Commissioner  
Contact email: comm-lynchard@santarosa.fl.gov  
Contact Phone: (850) 983-1877  
Contact Fax: (850) 983-1856  
Alternate: Sam Parker, Commissioner

- Bob Cole, Commissioner  
  Santa Rosa Board of County Commissioners  
  6495 Caroline Street Suite M  
  Milton, FL 32570

Contact email: commcole@santarosa.fl.gov  
Contact Phone: (850) 983-1877  
Contact Fax: (850) 983-1856

- Bob Cole, Commissioner  
  Santa Rosa Board of County Commissioners  
  6495 Caroline Street Suite M  
  Milton, FL 32570

Contact email: commcole@santarosa.fl.gov  
Contact Phone: (850) 983-1877  
Contact Fax: (850) 983-1856

- Don Salter, Commissioner  
  Santa Rosa Board of County Commissioners  
  6495 Caroline Street Suite M  
  Milton, FL 32570

Contact email: comm-salter@santarosa.fl.gov  
Contact Phone: (850) 983-1877  
Contact Fax: (850) 983-1856

Alternate: Sam Parker, Commissioner
<table>
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<tr>
<th>NORTHWEST FLORIDA REGIONAL TPO VOTING MEMBER AND ALTERNATES ROSTER</th>
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</table>
| **Dave Piech,** Commissioner  
Santa Rosa Board of County Commissioners  
6495 Caroline Street Suite M  
Milton, FL 32570  
Contact email: comm-piech@santarosa.fl.gov  
Contact Fax: (850) 983-1877  
Contact Phone: (850) 983-1856  
**Alternate:** None Available |
| **Okaloosa County Commission**  
Nathan Boyles, Commissioner  
Okaloosa County Board of Commissioners  
1250 N. Eglin Parkway Suite 100  
Shalimar, FL 32579  
Contact email: nboyles@co.okaloosa.fl.us  
Contact Phone: (850) 689-5030  
Contact Fax: (850) 651-7142  
**Alternate:** Carolyn Ketchel, Commissioner |
| **City of Valparaiso**  
Christine Wasdin, City Commissioner  
City of Valparaiso  
465 Valparaiso Parkway  
Valparaiso, FL 32580  
Contact email:  
**Alternate:** None Available |
| **City of Fort Walton Beach**  
Dick Rynearson, Mayor  
City of Fort Walton Beach  
107 Miracle Strip Pkwy SW  
Fort Walton Beach, FL 32548-6614  
Contact email: drynearson@fwb.org  
Contact Phone: (850) 862-4004  
Contact Fax: (850) 833-9640  
**Alternate:** Amy Jamieson, Council member |
| Amy Jamieson, Council member  
City of Fort Walton Beach  
107 Miracle Strip Pkwy SW  
Fort Walton Beach, FL 32548-6614  
Contact email: ajamieson@fwb.org  
Contact Phone: (850) 240-4669  
Contact Fax: (850) 833-9640  
**Alternate:** Chatham Morgan, Council member |
| **Walton County Commission**  
William Chapman, Commissioner  
Walton Board of County Commissioners  
9446 Rock Hill Road  
Ponce de Leon, FL 32455  
Contact email: chabill@co.walton.fl.us  
Contact Phone: (850) 835-4860  
**Alternate:** Vacant |
| Trey Nick, Commissioner  
Walton Board of County Commissioners  
263 Chaffin Avenue  
DeFuniak Springs, FL 32433  
Contact email: nictrey@co.walton.fl.us  
Contact Phone: (850) 835-4834  
Contact Fax: (850) 835-0295  
Work Phone: (850) 835-4834  
Work Fax: (850) 835-0295  
**Alternate:** Vacant |
### City of Freeport
Elizabeth Haffner, Council Member  
City of Freeport, FL  
P.O. Box 339  
Freeport, FL 32439  

Contact email: [ehaffner@freeportflorida.gov](mailto:ehaffner@freeportflorida.gov)  
Contact Phone: (850) 737-1144  

*Alternate:* Vacant

### (Ex-Officio Non-Voting)
**Florida Department of Transportation**  
Phillip Gainer, District Secretary  
Florida Department of Transportation  
1074 Highway 90  
Chipley, FL 32528  

Contact email: [phillip.gainer@dot.state.fl.us](mailto:phillip.gainer@dot.state.fl.us)  
Contact Phone: (850) 330-1250  
Contact Fax: (850) 330-1657
ARTICLE III – MEMBERSHIP

Section 1: Voting Members

A. The Members shall be appointed by the Florida-Alabama TPO and the Okaloosa-Walton TPO, which constitute the RTPO, as stated in the Interlocal Agreement. The representatives from each county may include county and municipal elected officials.

B. Each Member shall appoint an alternate for the governing body. Alternates shall be elected officials serving the same general-purpose local government as the representative and shall be eligible to vote when the representative is absent from meetings.

C. Representatives shall hold elected office and be a current member, or alternate, of the TPO. All representatives shall have voting privileges.

D. Any Member may remove and replace the representative(s) it appointed at any time, with or without cause. The Governor may remove representatives of the Organization from office for misconduct, malfeasance, misfeasance, or nonfeasance in office.

E. The term of office of representatives of the Organization shall be held for the duration of their elected term of office.

F. The representative’s term of office automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the representative.

G. A vacancy shall be filled by the original appointing entity.
INFORMATION ITEMS
ALL COMMITTEES

- TCC and CAC October Meeting Minutes
- O-W October Report
- TIP Amendment Letter – 5305
- TIP Amendment Letter – Performance Measures
- TIP Amendment Letters – SR8 – 4 Segments from West of CR 198 to SR 85 (Ferdon Blvd)
- Transportation Alternatives Workshop Flyer
- 2020 Legislative Priorities - MPOAC
- Tentative 2020 O-W TPO Meeting Schedule

For more information, please contact Mr. Cameron Smith, ECRC Staff, at 850-332-7976 ext. 207, or Cameron.smith@ecrc.org.
MEMBERS ATTENDING:
Trae Duley – Chair
Matthew Lambert - Vice-Chair
Kyle Lusk
Latilda Hughes-Neel
Jeff Morgan

City of Crestview
Walton County
City of Crestview
City of Freeport
Okaloosa County Sheriff's Department

MEMBERS NOT IN ATTENDANCE:
Tom Tolbert
Van Fuller
Scott Bitterman
Keith Cutshaw
Kelly Schultz
Joe Bodi
Chris Frassetti
Daniel Payne
Robert Herbstreith
Bruce Price
Joel Paul
Robert Roof
Beckie Williams
Bill Smith
Abra McGill
Roger Rogers
Keith Williams
Dawn Aymami
Joseph Preston
Chance Powell
Michelle Doggett
Jim Hicks

Eglin Air Force Base
Midbay Bridge Authority
Okaloosa County
Hurlburt Field
City of Defuniak Springs
City of Destin
City of Fort Walton Beach
City of Fort Walton Beach
City of Mary Esther
City of Niceville
Tri County Community Council
Eglin Air Force Base
Fl Dept of Children & Families
Okaloosa County School District
Okaloosa County
Okaloosa County Airports
Town of Cinco Bayou
Hurlburt Field
Walton County
Walton County
Walton County School District
Walton County School District

OTHERS ATTENDING:
Bryant Paulk
Christy Johnson
Mac Carpenter

FDOT
FDOT
Walton County Planning

EMERALD COAST REGIONAL COUNCIL STAFF
A. CALL TO ORDER/PLEDGE – Chairman Trae Duley

B. APPROVAL OF AGENDA

Mr. Lambert moved to approve the agenda; Mr. Morgan seconded the motion and it was unanimously approved.

C. PUBLIC FORUM

There were no speakers from the public.

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

Mr. Paulk reported that there was a flyer explaining the Florida Transportation Plan in the agenda. He stated that it is the framework document that FDOT utilizes for the expenditure of Transportation dollars of the next 20 years.

Mr. Paulk said the public meeting for the State Road 85 resurfacing project, from State Road 123 to North of I-10, has been scheduled for Thursday, November 14th from 5:30 pm until 6:30 p.m. at Warriors Hall, 201 Stillwell Avenue, Crestview, FL.

E. CONSENT:

1. ALL COMMITTEES – Approval of July 2019 Meeting Minutes

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

2. ALL COMMITTEES - Consideration of Amending the FY 2020-2024 Transportation Improvement Program to Add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement – Mr. Bryant Paulk, AICP FDOT Urban Liaison

Ms. Hughes-Neel moved to recommend the TPO amend the FY 2020-2024 Transportation Improvement Program to add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement;
Mr. Lusk seconded the motion and it was unanimously approved.

F. ACTION:

1. ENCLOSURE A – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
   Consideration of Resolution O-W 19-14 Amending the FY 2020-2024 Transportation Improvement Program to Add Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) Number 4217182 in FY 2019/2020 for a Total Cost of $73,369 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

   Mr. Paulk stated that the Federal Transit Administration requested that the listed projects be added to the Transportation Improvement Program (TIP). He stated that these are funds that are allocated on an annual basis to the TPO, they are not new funds.

   Mr. Lambert moved to recommended that the TPO authorize the TPO chairman to sign Resolution O-W 19-12 to amend the FY 2020-2024 TIP. Ms. Hughes-Neel seconded the motion. The motion was unanimously approved.

   Chairman Duley clarified that Enclosure B, C, D and E would be voted on as one item.

2. ENCLOSURE B – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
   Consideration of Resolution O-W 19-15 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from the Santa Rosa County Line to West of CR 189 (Log Lake Road), Capacity Improvement Project as Project #4130625 in FY 2019/2020 in the amount of $2,090,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

3. ENCLOSURE C – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
   Consideration of Resolution O-W 19-16 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from West of CR 189 (Log Lake Road) to 2 Miles West of Wilkerson Bluff Road, Capacity Improvement Project as Project #4410382 in FY 2019/2020 in the amount of $3,190,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

4. ENCLOSURE D – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
   Consideration of Resolution O-W 19-17 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of
the Yellow River, Capacity Improvement Project as Project #4410383 in FY 2019/2020 in the amount of $5,280,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

5. ENCLOSURE E – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
   Consideration of Resolution O-W 19-18 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from East of the Yellow River to SR 85 (Ferdon Boulevard), Capacity Improvement Project as Project #4410384 in FY 2019/2020 in the amount of $4,189,130 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk reported that FDOT was able to allocate some funds for the design. FDOT is requesting that the TPO amend the Transportation Improvement Program (TIP) to add the design funding for the phase for the projects listed in Enclosures B-E.

Chairman Duley asked if the sections along I-10 would include new on and off ramps to SR 85.

Mr. Paulk stated that the on and off ramps would be included.

Vice-Chairman Lambert asked if this was a capacity improvement program.

Mr. Paulk stated that it was and that it would be going to a 6-lane facility.

Mr. Lambert moved to recommend that the TPO authorize the TPO chairman to sign Resolution O-W 19-15, Resolution O-W 19-16, Resolution O-W 19-17, Resolution O-W 19-17, and Resolution O-W 19-18 to amend the FY 2020-2024 TIP. Ms. Hughes-Neel seconded the motion and it was unanimously approved.

6. ENCLOSURE F – ALL COMMITTEES Consideration of Resolution O-W 19-13 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

Mr. Paulk presented the Okaloosa-Walton FY 2021-2025 Tentative Work Program.

Chairman Duley asked if the sidewalk projects in Crestview were included in the Transportation Alternatives funding list.

Mr. Paulk stated that he would check.
Ms. Hughes-Neel moved to recommend the TPO authorize the TPO chairman to sign Resolution O-W 19-13 accepting the FDOT Fiscal Years 2021-2025 Tentative Work Program. Mr. Lambert seconded the motion and it was unanimously approved.

7. ENCLOSURE G – TPO ONLY Consideration of Authorizing the TPO Chairman to Sign the Mobility Week Proclamation – Mr. Rodriques Kimbrough, ECRC Staff

Ms. Ellers stated that Mobility Week was October 25th thru November 1st. She stated that the ride-On commuter service program is an FDOT funded program that works to reduce congestion on the roads by promoting alternative modes of transportation. Ride-On is hosting a transit ride along with EC-Rider and the Okaloosa-Walton TPO on October 24th.

G. PRESENTATIONS: (no action required):

1. ENCLOSURE H – ALL COMMITTEES Okaloosa-Walton TPO Bicycle and Pedestrian Project Priorities – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame presented the Okaloosa-Walton TPO Bicycle and Pedestrian project priorities as included in the agenda. There was a workshop held on August 21, 2019 with the TCC and CAC. She stated that at that workshop the TCC and CAC went through the list and downsized it to 15 feasible projects. Ms. Cerame stated that the updated table is included in the agenda.

2. ENCLOSURE I – TCC/CAC ONLY Community Traffic Safety Team (CTST) Overview – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame presented and overview of the Community Traffic Safety Team. She stated that the composition of the group is multi-jurisdictional, with representation from local jurisdictions and state agencies. Ms. Cerame said that they address local safety issues.

3. ENCLOSURE J – TCC/CAC ONLY Electronic Scooters Rules and Regulations – Ms. Caitlin Cerame, AICP, ECRC Staff

Ms. Cerame stated that House Bill 453 passed; it considers E-scooters the same as a bicycle. The E-scooters will have the same rights and responsibilities to the roads and sidewalks. The bill also gave the power to local governments to govern, through an ordinance.
Mr. Lambert said that Walton County is having a micro mobility meeting to address concerns and citizen needs on October 30, 2019.

H. INFORMATION ITEMS (no presentation necessary):

1. ENCLOSURE K– ALL COMMITTEES

   - TCC and CAC July Meeting Minutes
   - OW TPO July Actions Report
   - TIP Administrative Amendment Letter
   - TIP UPWP Amendment Letter
   - Project Priorities Letter to Colonel Conley
   - Regional Intelligent Transportation Systems Plan 2019 Progress Report
   - Florida Transportation Plan Update Handout
   - 2019 OW TPO Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be December 12, 2019 at 3:00 p.m. at the 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/dqlsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 2:29 p.m.
OKALOOSA-WALTON TRANSPORTATION PLANNING ORGANIZATION
(CAC) MEETING MINUTES
EMERALD COAST REGIONAL COUNCIL (Designated staff)
DeFuniak Springs Community Center 361 North 10th Street, DeFuniak Springs, Florida
October 17, 2019

MEMBERS ATTENDING:
Jim Wood, Chairman
Charles Dean Covey, Vice Chair
John McGee
Alex Barthe
Don Cleveland
Yvonne Earle
Matthew Cox

MEMBERS NOT IN ATTENDANCE:
Rodney Salisbury
Douglass Bacon
Ron Grissom
L. A. Woodall
Alvin Blocker
Bill Ready
James Penrod

OTHERS ATTENDING:
Christy Johnson, FDOT

EMERALD COAST REGIONAL COUNCIL STAFF
Mary Beth Washnock
Cameron Smith
Jill Lavender
Caitlin Cerame
Howard Vanselow

A. CALL TO ORDER/PLEDGE – Chairman Jim Wood

B. APPROVAL OF AGENDA

Mr. Barthe moved to approve the agenda; Ms. Earle seconded the motion and it was unanimously approved.

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

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

Ms. Johnson reported that the Florida Transportation Plan, which is also the Long Range Transportation Plan, was enclosed in the agenda. She stated that in the flyer there was a link to the website, including a 10 minute transportation values and preferences survey. Ms. Johnson stated that there should be a development schedule on the website as well.

Ms. Johnson reported that there is a public hearing for the design of the safety projects on SR 85 from SR 123 to the interstate as well as from south of South Crest Drive to Hospital Drive. The meeting will be held on Thursday, November 14th from 5:30 p.m. until 6:30 p.m. at Warrior's Hall in Crestview. The formal presentation and public comment period will start at 6:00 p.m.

E. **CONSENT:**

1. **ALL COMMITTEES – Approval of July 2019 Meeting Minutes**

   Mr. Salisbury moved to approve the July 2019 CAC meeting minutes; Mr. Cox seconded the motion and it was unanimously approved.

2. **ALL COMMITTEES- Consideration of Amending the FY 2020-2024 Transportation Improvement Program to Add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement – Mr. Bryant Paulk, AICP FDOT Urban Liaison**

   Mr. Salisbury moved to recommend the TPO amend the FY 2020-2024 Transportation Improvement Program to add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning; Mr. Cox seconded the motion and it was unanimously approved.

F. **ACTION:**

1. **ENCLOSURE A – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)**

   Consideration of Resolution O-W 19-14 Amending the FY 2020-2024 Transportation Improvement Program to Add Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) Number 4217182 in FY 2019/2020 for a Total Cost of $73,369 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison
Ms. Johnson stated that the Federal Transit Administration requested that the listed projects be added to the Transportation Improvement Program (TIP). Ms. Johnson stated that these funds have historically been received by the TPO and utilized for transit planning. Ms. Johnson stated that these are not additional funds.

Mr. Cox moved to recommended that the TPO authorize the TPO chairman to sign Resolution O-W 19-12 to amend the FY 2020-2024 TIP. Mr. Salisbury seconded the motion. The motion was unanimously approved.

Chairman Wood clarified that Enclosure B, C, D and E would be voted on as one item.

2. ENCLOSURE B – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-15 Amending the FY 2020-2024 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from the Santa Rosa County Line to West of CR 189 (Log Lake Road), Capacity Improvement Project as Project #4130625 in FY 2019/2020 in the Amount of $2,090,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

3. ENCLOSURE C – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-16 Amending the FY 2020-2024 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from West of CR 189 (Log Lake Road) to 2 Miles West of Wilkerson Bluff Road, Capacity Improvement Project as Project #4410382 in FY 2019/2020 in the Amount of $3,190,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

4. ENCLOSURE D – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-17 Amending the FY 2020-2024 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of the Yellow River, Capacity Improvement Project as Project #4410383 in FY 2019/2020 in the Amount of $5,280,000 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison

5. ENCLOSURE E – ALL COMMITTEES (TPO ROLL CALL VOTE REQUIRED)
Consideration of Resolution O-W 19-18 Amending the FY 2020-2024 Transportation Improvement Program to Add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from East of the Yellow River to SR 85 (Ferdon Boulevard), Capacity Improvement Project as Project #4410384 in FY 2019/2020 in the Amount of $4,189,130 – Mr. Bryant Paulk, AICP, FDOT Urban Liaison
Ms. Johnson reported that FDOT was able to allocate some funds for the design and that it is not new funding. FDOT is requesting that the TPO amend the Transportation Improvement Program (TIP) to add the design funding for the phase for the projects listed in Enclosures B-E.

**Mr. Salisbury moved to recommend that the TPO authorize the TPO chairman to sign Resolution O-W 19-15, Resolution O-W 19-16, Resolution O-W 19-17, Resolution O-W 19-17, and Resolution O-W 19-18 to amend the FY 2020-2024 TIP. Mr. Cox seconded the motion. The motion was unanimously approved.**

6. **ENCLOSURE F – ALL COMMITTEES Consideration of Resolution O-W 19-13 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program – Mr. Bryant Paulk, AICP, FDOT Urban Liaison**

Ms. Johnson presented the Okaloosa-Walton FY 2021-2025 Tentative Work Program for the next 5 years.

Chairman Wood asked about the project for landscaping from Marler Drive to Airport Road; he asked where the landscaping would be located.

Ms. Johnson stated that she would investigate it and get back to him.

Chairman Wood asked what an EMO study was.

Ms. Johnson stated that it was an environmental study.

Ms. Johnson stated that she would check.

Chairman Wood asked about the Destin Connector. He asked if funds will be ready for a 2021 start date.

Ms. Johnson stated that she would check.

Chairman Wood requested that the acronyms be spelled out in the future.

**Mr. Cox moved to recommend the TPO authorize the TPO chairman to sign Resolution O-W 19-13 accepting the FDOT Fiscal Years 2021-2025 Tentative Work Program. Mr. Salisbury seconded the motion and it was unanimously approved.**
7. **ENCLOSURE G – TPO ONLY Consideration of Authorizing the TPO Chairman to Sign the Mobility Week Proclamation – Mr. Rodriques Kimbrough, ECRC Staff**

Ms. Ellers presented. She stated that Mobility Week was October 25th thru November 1st. She stated that the ride-On commuter service program is an FDOT funded program that works to reduce congestion on the roads by promoting alternative modes of transportation. Ride-On is hosting a transit ride along with EC-Rider and the Okaloosa-Walton TPO on October 24th. Ms. Ellers stated that Mr. Rodriques is the new program coordinator.

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

1. **ENCLOSURE H – ALL COMMITTEES Okaloosa-Walton TPO Bicycle and Pedestrian Project Priorities – Ms. Caitlin Cerame, AICP, ECRC Staff**

Ms. Cerame presented the Okaloosa-Walton TPO Bicycle and Pedestrian project priorities as included in the agenda. There was a workshop held on August 21, 2019 with the TCC and CAC. She stated that at that workshop the TCC and CAC went through the list and downsized it to 15 feasible projects. Ms. Cerame stated that the updated table is included in the agenda.

2. **ENCLOSURE I – TCC/CAC ONLY Community Traffic Safety Team (CTST) Overview – Ms. Caitlin Cerame, AICP, ECRC Staff**

Ms. Cerame presented an overview of the Community Traffic Safety Team. She stated that the composition of the group is multi-jurisdictional, with representation from local jurisdictions and state agencies. Ms. Cerame said that they address local safety issues.

3. **ENCLOSURE J – TCC/CAC ONLY Electronic Scooters Rules and Regulations – Ms. Caitlin Cerame, AICP, ECRC Staff**

Ms. Cerame stated that House Bill 453 passed; it considers E-scooters the same as a bicycle. The E-scooters will have the same rights and responsibilities to the roads and sidewalks. The bill also gave the power to local governments to govern, through an ordinance.

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

1. **ENCLOSURE K– ALL COMMITTEES**

   - TCC and CAC July Meeting Minutes
   - O-W TPO July Actions Report
• TIP Administrative Amendment Letter
• TIP UPWP Amendment Letter
• Project Priorities Letter to Colonel Conley
• Regional Intelligent Transportation Systems Plan 2019 Progress Report
• Florida Transportation Plan Update Handout
• 2019 O-W TPO Schedule

I. OTHER BUSINESS - The next Okaloosa-Walton TPO meeting will be December 12, 2019 at 3:00 p.m. at the 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/dqlsyH Questions? Email Mr. Cameron Smith, Transportation Program Coordinator, at cameron.smith@ecrc.org

The meeting was adjourned at 10:44 a.m.
MEMORANDUM

DATE: October 31, 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 – October 2019

The following items were discussed and acted upon by the Okaloosa-Walton Transportation Planning Organization (TPO) at the October 17, 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.

TRANSPORTATION IMPROVEMENT PROGRAM

The TPO approved by roll call vote Resolution O-W 19-14 amending the FY 2020-2024 Transportation Improvement Program to add Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) number 4217182 in FY 2019/2020 for a total cost of $73,369. This action was recommended to ensure FDOT can authorize funding for this project.

The TPO approved by roll call vote Resolution O-W 19-15 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from the Santa Rosa County Line to West of CR 189 (Log Lake Road), Capacity Improvement Project as Project #4130625 in FY 2019/2020 in the amount of $2,090,000. This action was recommended to ensure FDOT can authorize funding for this project.

The TPO approved by roll call vote Resolution O-W 19-16 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from West of CR 189 (Log Lake Road) to 2 Miles West of Wilkerson Bluff Road, Capacity Improvement Project as Project #4410382 in FY 2019/2020 in the amount of $3,190,000. This action was recommended to ensure FDOT can authorize funding for this project.
The TPO approved by roll call vote Resolution O-W 19-17 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of the Yellow River, Capacity Improvement Project as Project #4410383 in FY 2019/2020 in the amount of $5,280,000. This action was recommended to ensure FDOT can authorize funding for this project.

The TPO approved by roll call vote Resolution O-W 19-18 amending the FY 2020-2024 Transportation Improvement Program to add the Preliminary Engineering (PE) Phase for SR 8 (I-10) from East of the Yellow River to SR 85 (Ferdon Boulevard), Capacity Improvement Project as Project #4410384 in FY 2019/2020 in the amount of $4,189,130. This action was recommended to ensure FDOT can authorize funding for this project.

Under consent, the TPO approved amending the FY 2020-2024 Transportation Improvement Program to add the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement. This action was recommended to ensure compliance of the FY 2020-2024 TIP with the Federal regulations.

**TENTATIVE WORK PROGRAM**

The TPO approved Resolution O-W 19-13 to Accept the FDOT Fiscal Years 2021-2025 Tentative Work Program. This action was recommended to reflect the coordination that has occurred between the TPO and FDOT in the development of the Work Program and funding of TPO priorities.

**MOBILITY WEEK PROCLAMATION**

The TPO approved the authorization of the TPO chairman to sign the Mobility Week Proclamation. This action was recommended to declare October 25, 2019 – November 1, 2019 Mobility Week in the Okaloosa-Walton TPO area.
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

At the October 17th Okaloosa-Walton TPO meeting, the TPO passed Resolution 19-14 to add the following project in the FY 20-24 TIP.

Adds Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant for Project ID 4217182 in FY 2019/20 for a total cost of $73,369.

The signed resolution and the amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

Mary Beth Washnuck
Transportation Manager

Attachments:
   1. Resolution 19-14
   2. Amended FY 2020-2024 TIP Page

Copies to:
   Bryant Paulk, Christy Johnson – Milton Operations Center
   Casey Johns, FDOT District 3
RESOLUTION O-W 19-14

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

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

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

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

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

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

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

The TPO amends the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program adding Okaloosa-Walton TPO Section 5305 Federal Transit Administration Planning Grant Public Transportation Project for Financial Project Identification (FPID) number 4217182 in FY 2019/2020 for a total cost of $73,369.

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:
## OKALOOSA-WALTON TPO

**Work Summary:** MODAL SYSTEMS PLANNING  
**Lead Agency:** O-W TPO

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**Total:** 73,369

**Prior Cost < 2019/20:** 0  
**Future Cost > 2023/24:** 0  
**Total Project Cost:** 73,369  
**Project Description:** TPO Public Transportation Project Priority, Okaloosa-Walton TPO FTA 5305 Planning Grant.

**From:**  
**To:** SECTION 5305  
**LRTP #:** #2 in Amend. Report p. 19
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

Dear Mr. Kirkland:

At the October 17th Okaloosa-Walton TPO meeting, the TPO amended the FY 20-24 TIP to include the Florida Department of Transportation (FDOT) Performance Measures Consensus Planning Agreement in Appendix H. This amendment was requested by the Federal Highway Administration through our FDOT Urban Liaison.

If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org.

With Sincere Appreciation,

Mary Beth Washnock
Transportation Manager

Attachments:
1. FY 2020-2024 TIP Appendix H as amended

Copies to:
Bryant Paulk, Christy Johnson – Milton Operations Center
Casey Johns, FDOT District 3
Michael Sherman, FHWA – Florida Division
Appendix H

Florida Department of Transportation
Letter of Consistency, Checklist, and Performance Measures
Consensus Planning Agreement
This page has been intentionally left blank.

(The TIP is submitted to FDOT for approval after it is approved by the TPO.)
Transportation Performance Measures
Consensus Planning Document

Purpose and Authority

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida’s 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the Code of Federal Regulations (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that “The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of how performance is to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS).”

- 23 CFR 450.314(h)(2) allows for these provisions to be “Documented in some other manner outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s) and providers of public transportation.”

Section 339.175(11), Florida Statutes creates the MPOAC to “Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law” and to “Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized area transportation planning processes.” The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.
Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

1. Transportation performance data:

   a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area. FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.

   b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.

   c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

2. Selection of performance targets:

   FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences, and email/telephone communication. Coordination will include timely

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1 When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

2 If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.
sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

a) FDOT will select and establish a statewide target for each applicable federally required performance measure.

i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.

ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.

b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either:

i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.

ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

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3 When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.
establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established.

c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).

i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT’s group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following of establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.

iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety.
performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

3. Reporting performance targets:

a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes. FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.

i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).

ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state’s performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218(q).

iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.

b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.

i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures.
and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).

iii. Each MPO will report target-related status information to FDOT upon request to support FDOT’s reporting requirements to FHWA.

c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA’s deadlines based upon the provider’s fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.

4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:

a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.

b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.

c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider’s service area, showing the progress made toward attainment of each target established by the provider.

5. Collection of data for the State asset management plans for the National Highway System (NHS):

a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

For more information, contact:

Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us

Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

At the October 17th Okaloosa-Walton TPO meeting, the TPO passed Resolution 19-15 to add the following project in the FY 20-24 TIP.

Add the PE Phase for Project ID 4130625 SR 8 (I-10) from the Santa Rosa County Line to West of CR 189 (Log Lake Road) in FY 2019/2020 in the total amount of $2,090,000.

The signed resolution and the amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

[Signature]

Mary Beth Washnook
Transportation Manager

Attachments:
1. Resolution 19-15
2. Amended FY 2020-2024 TIP Page

Copies to:
Bryant Pulk, Christy Johnson – Milton Operations Center
Casey Johns, FDOT District 3
RESOLUTION O-W 19-15

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

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

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

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

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

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

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

The TPO amends the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Program adding the Preliminary Engineering Phase for SR 8 (1-10) from the Santa Rosa County line to west of CR 189 (Log Lake Road) capacity project as Project #4130625 in FY 2019/2020 in the amount of $2,090,000.

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: [Signature]
### Project Details

**Project Number:** 4130625

**Project Title:** SR 8 (I-10)

**Work Summary:** ADD LANES & RECONSTRUCT

**Lead Agency:** FDOT

**From:** SANTA ROSA COUNTY LINE

**To:** W. OF CR 189 LOG LAKE RD.

**Length:** 2.500 MI

**LRTP #:** #22 in Amend. Report p. 20

**Phase** | **Fund Source** | **2019/20** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **Total**
--- | --- | --- | --- | --- | --- | --- | ---
PE | ACFP | 2,090,000 | 0 | 0 | 0 | 0 | 2,090,000

**Total:** 2,090,000

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

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

**Total Project Cost:** 2,090,000

**Project Description:** Widening of SR (I-10) from Santa Rosa County Line to West of CR 189 Log Lake Road to 6 lanes.
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

At the October 17th Okaloosa-Walton TPO meeting, the TPO passed Resolution 19-16 to add the following project in the FY 20-24 TIP.

Adds the PE Phase for Project ID 4410382 SR 8 (I-10) from West of CR 189 (Log Lake Road) to 2 Miles West of Wilkerson Bluff Road in FY 2019/2020 in the total amount of $3,190,000.

The signed resolution and the amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

Mary Beth Washnock
Transportation Manager

Attachments:
1. Resolution 19-16
2. Amended FY 2020-2024 TIP Page

Copies to:
Bryant Paulk, Christy Johnson – Milton Operations Center
Casey Johns, FDOT District 3
RESOLUTION O-W 19-16

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

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

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

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

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

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

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

The TPO amends the Fiscal Year (FY) 2020 – FY 2024 Transportation Improvement Programs adding the Preliminary Engineering Phase for SR 8 (I-10) from west of CR 189 (Log Lake Road) to two miles west of Wilkerson Bluff Road, capacity project as Project #4410382 in FY 2019/2020 in the amount of $3,130,000.

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: ____________________________

[Signature]
SR 8 (I-10)  

**Work Summary:** ADD LANES & RECONSTRUCT  

**Lead Agency:** FDOT  

**From:** W OF CR 189 LOG LAKE RD  

**To:** 2 MILES W. OF WILKERSON BLUFF RD  

**Length:** 3.741 MI  

**LRTP #:** #22 in Amend. Report p. 20  

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

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

**Total Project Cost:** 3,190,000  

**Project Description:** Widening of SR 8 (I-10) from West of CR 189 Log Lake Road to 2 Miles West of Wilkerson Bluff Road to 6 lanes.
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

At the October 17th Okaloosa-Walton TPO meeting, the TPO passed Resolution 19-17 to add the following project in the FY 20-24 TIP.

Adds the PE Phase for Project ID 4410383 SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of the Yellow River in FY 2019/2020 in the total amount of $5,280,000.

The signed resolution and the amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

Mary Beth Washnock
Transportation Manager

Attachments:
1. Resolution 19-17
2. Amended FY 2020-2024 TIP Page

Copies to:
Bryant Paulk, Christy Johnson – Milton Operations Center
Casey Johns, FDOT District 3
RESOLUTION O-W 19-17

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

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

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

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

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

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

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

The TPO amends the Fiscal Year (FY) 2020–FY 2024 Transportation Improvement Programs adding the Preliminary Engineering Phase for SR 8 (I-10) from two miles west of Wilkerson Bluff Road to east of the Yellow River, capacity project as Project #44,10383 in FY 2019/2020 in the amount of $5,280,000.

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:

[Signature]
SR 8 (I-10)

Work Summary: ADD LANES & RECONSTRUCT

From: 2 MILES W. OF WILKERSON BLUFF RD
To: E. OF YELLOW RIVER

Lead Agency: FDOT
Length: 4.344 MI
LRTP #: #22 in Amend. Report p. 20

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Prior Cost < 2019/20: 0
Future Cost > 2023/24: 0
Total Project Cost: 5,280,000
Project Description: Widening of SR 8 (I-10) from 2 Miles West of Wilkerson Bluff Road to East of Yellow of River to 6 lanes.
October 18, 2019

Mr. Ray Kirkland
FDOT District 3 Planning
P. O. Box 607
Chipley FL 32428-0607

Dear Mr. Kirkland:

RE: Amendment to the FY 2020-2024 Transportation Improvement Program (TIP)

At the October 17th Okaloosa-Walton TPO meeting, the TPO passed Resolution 19-18 to add the following project in the FY 20-24 TIP.

Add the PE Phase for Project ID 4410384 SR 8 (I-10) from East of the Yellow River to SR 85 (Ferdon Boulevard) in FY 2019/2020 in the total amount of $4,189,130.

The signed resolution and the amended TIP page are attached. If you have any questions, please contact Mr. Gary Kramer at 1-800-226-8914, ext 219, or gary.kramer@ecrc.org

With Sincere Appreciation,

Mary Beth Washnock
Transportation Manager

Attachments:
1. Resolution 19-18
2. Amended FY 2020-2024 TIP Page

Copies to:
Bryant Paulk, Christy Johnson – Milton Operations Center
Casey Johns, FDOT District 3
RESOLUTION O-W 19-18

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

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

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

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

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

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

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

The TPO amends the Fiscal Year (FY) 2020—FY 2024 Transportation Improvement Programs adding the Preliminary Engineering Phase for SR 8 (I-10) from east of the Yellow River to SR 85 (Ferdon Boulevard), capacity project as Project #4410384 in FY 2019/2020 in the amount of $4,189,130.

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:

[Signature]
### SR 8 (I-10)

**Work Summary:** ADD LANES & RECONSTRUCT

- **From:** E. OF YELLOW RIVER
- **To:** SR 85 FERDON BLVD
- **Length:** 5.344 MI
- **LRTP #:** #22 in Amend. Report p. 20

<table>
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<th>Phase</th>
<th>Fund Source</th>
<th>2019/20</th>
<th>2020/21</th>
<th>2021/22</th>
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<tr>
<td>PE</td>
<td>ACFP</td>
<td>4,189,130</td>
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**Total:** 4,189,130

- **Prior Cost < 2019/20:** 0
- **Future Cost > 2023/24:** 0
- **Total Project Cost:** 4,189,130
- **Project Description:** Widening of SR 8 (I-10) from East of Yellow River to SR 85 Ferdon Boulevard to 6 lanes.
LEGISLATIVE PRIORITIES AND POLICY POSITIONS

The MPOAC supports State Legislation that:

- Expands transportation revenue sources and stabilizes transportation funding levels.
- Establishes a predictable funding level of $250 million per year for the Transportation Regional Incentive Program.
- Allows Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.
- Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund.
- Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.
- Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.
- Regulates distracted driving by prohibiting the handheld use of electronic wireless communication devices and other similar distracting devices while operating a motor vehicle on any roadway.
MPOAC
The Florida Metropolitan Planning Organization Advisory Council (MPOAC) represents the collective interests of Florida’s 27 MPOs, and assists in the development and implementation of regional transportation plans and policies. The MPOAC was created by the Florida Legislature pursuant to Section 339.175, Florida Statutes, to augment and not supplant the role of the Regional Planning Councils and other local and state transportation planning bodies.

The organization is made up of a 27 member Governing Board consisting of local elected officials from each of the MPOs and a Staff Director, and develops initiatives to be advanced during Florida’s legislative sessions. The MPOAC actively participates in the activities of the national and state transportation planning and funding programs to help shape state and national policy regarding metropolitan transportation issues.

# PRIORITY POLICY POSITIONS

The MPOAC Supports State Legislation that:

1. **Expands transportation revenue sources and stabilizes transportation funding levels.**

   **Key Recommendations:**
   - Expand the Charter County and Regional Transportation System Surtax to allow municipalities over 15,000 in population (or the largest municipality in a county) and all counties located in MPO areas to enact up to a one cent local option surtax by referendum.
   - Index local option fuel taxes to the consumer price index in a manner similar to the current indexing of state fuel taxes.
   - Identify potential revenue replacement sources for the current motor fuels tax which is no longer able to fully support the current or future needs of the transportation system.
   - Charge alternatively fueled vehicles a fee equal to the fuel tax paid by gasoline or diesel fueled vehicles.
   - Use the existing MPO and local planning processes to select individual transportation projects rather than project specific legislative appropriations (commonly referred to as earmarks) and ensure that all such earmarks come from non-transportation funding sources (i.e. general revenue funds).

2. **Establishes a predictable funding level of $250 million per year for the Transportation Regional Incentive Program (TRIP).**

   ![Transportation Regional Incentive Program (TRIP) Funding](chart)

   - **2006:** $48
   - **2007:** $149
   - **2008:** $227
   - **2009:** $227
   - **2010:** $46
   - **2011:** $31
   - **2012:** $17
   - **2013:** $69
   - **2014:** $157
   - **2015:** $98
   - **2016:** $11
   - **2017:** $16
   - **2018:** $33

3. **Allows Strategic Intermodal System (SIS) funds to be used on roads, transit, and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.**

   Current state law does not permit SIS funds to be spent on roads, transit, or other transportation facilities that are not part of the SIS, even if proposed improvements would directly benefit users of SIS facilities by enhancing mobility options or supporting freight movement in a SIS corridor. The newly created Federal Transportation Performance Measures (TPM) apply to more than just the Strategic Intermodal System. It is appropriate to direct SIS funding to transit and roadway projects that relieve the SIS and are part of the TPM system.
MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion. Individual MPOs in the cooperative transportation planning process.

The MPO Advisory Committee consisting of the staff directors from each of the MPOs, the MPOAC annually prepares legislative policy positions at the national level, including the American Association of State Highway and Transportation Officials (AASHTO) and the National Association of Regional Councils (NARC) in Washington, DC, and works with other stakeholders.

# ADDITIONAL POLICY POSITIONS

The MPOAC Supports State Legislation that:

4. Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).

Current state law limits the amount of funding that can be made available from the STTF for transit projects for both capital and operating expenses. These limitations, which are not in place for roadway funding, makes transit funding from the STTF less predictable for the purposes of planning and project implementation and artificially limits the ability of MPOs to implement priority transit projects. This proposal recognizes the critical role transit plays in moving people and goods within and between Florida’s metropolitan areas by removing the distinction between transit and highway projects for the purpose of spending funds from the STTF.

5. Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.

The United States Department of Transportation (USDOT) provides funding to metropolitan planning organizations (MPOs) to carry out their federally required duties. Those federal funds are given to states who in turn distribute them to MPOs based upon a formula agreed upon by the Florida Department of Transportation (FDOT) and the Florida MPOs and then approved by the Federal Highway Administration (FHWA). The Florida Department of Financial Services (DFS) has determined that the expenditure of federal funds by MPOs shall be subject to all state requirements, laws and regulations even where such laws conflict with federal laws, regulations and requirements. This limits the ability of the Florida MPOs to use federal funds for their intended purpose and impinges on their ability to carry out their responsibilities as outlined in federal rule. This proposal would clarify that federal monies passed through the State of Florida to MPOs and the Florida MPO Advisory Council (MPOAC) shall not be regarded as state funds for purposes of expenditure.

6. Supports the advancement of innovative transportation mobility solutions and policies that promote creative approaches to addressing transportation needs, while simultaneously protecting citizens from malicious tampering with such technologies by making tampering a punishable offense.

Transportation technologies have undergone a revolutionary leap forward over the past several years. A variety of transportation technologies are under development including autonomous vehicles and the hyperloop. It is the responsibility of the Florida legislature to ensure that state laws and funding mechanisms support the development and implementation of these technological advances in the way people and freight will move in and between our metropolitan areas. At the same time, it is incumbent upon the Florida legislature to ensure that the health and welfare of Florida’s citizens and visitors are protected from possible harm presented by these new technologies, including the malicious and intentional interference of the proper functioning of transportation vehicles and systems. This proposal supports legislative efforts to implement innovative mobility solutions and polices while protecting the health and welfare of Florida’s citizens and visitors.

7. Regulates distracted driving by prohibiting the handheld use of electronic wireless communication devices and other similar distracting devices while operating a motor vehicle on any roadway.

The 2018 Florida legislature enacted the "Wireless Communications While Driving" law that makes texting while driving a primary offense. One of the expressed concerns of opponents of this law is the potential of racial profiling during enforcement. This legislative proposal would increase roadway safety by prohibiting the handheld use of electronic wireless devices for any purpose, making enforcement easier and reducing the potential for racial profiling.
Florida Metropolitan Planning Organization Advisory Council

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St. Lucie TPO

Jeff Sheffield
North Florida TPO
Okaloosa-Walton Transportation Planning Organization

Below 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.

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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 or TTY 711. Si necesita acomodaciones especiales, por favor llame 48 horas de antemano.