



## **Citizens Advisory Committee Agenda Book**

2:00 pm  
Wednesday, September 2, 2020

North Florida TPO Board Room  
980 North Jefferson St.  
Jacksonville, FL 32209



**Call to Order**  
**Pledge of Allegiance**  
**Introductions**

## **Agenda**

- |  |                    |
|--|--------------------|
| <b>A. August 5, 2020 Minutes</b>   | <b>ACTION ITEM</b> |
| These minutes are ready to review and approve.   |                    |
| <b>B. DRAFT Project Recommendations for SU Funding for FY 2021/22 through FY 2025/26</b>   | Information Only   |
| The draft project recommendations for SU funding for FY 2021/22 through FY 2025/26 will be presented at the meeting.                 |                    |
| <b>C. DRAFT Project Recommendations for CMAQ Funding for FY 2021/22 through FY 2025/26</b>   | Information Only   |
| The draft project recommendations for CMAQ funding for FY 2021/22 through FY 2025/26 will be presented at the meeting.               |                    |
| <b>D. RoadBotics Pavement Presentation</b>   | Information Only   |
| Terry Shaw of HNTB will give a presentation on the RoadBotics Pavement initiative.   |                    |
| <b>E. Smart North Florida Update</b>   | Information Only   |
| <b>F. Old Business</b>   |                    |
| <ul style="list-style-type: none"><li>• August 13, 2020 North Florida TPO Meeting Report</li><li>• Bylaws Committee Update</li></ul> |                    |

**G. New Business**

**H. Public Comment**

**I. Adjournment**

The next meeting will be October 7, 2020.

**NOTICE**

In accordance with Section 286.01105, *Florida Statutes*, any person wishing to appeal a decision reached at this meeting will need a record of the proceedings. He may need to ensure that a verbatim record of the proceedings be made, which record would include the testimony and evidence upon which the appeal is to be made.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Marci Larson at 904-306-7513 at least seven days prior to the meeting.

# Agenda Item A.

**Minutes of August 5, 2020 Meeting**

*Action Item*



**CITIZENS ADVISORY COMMITTEE**  
**MEETING SUMMARY**

Wednesday, August 5, 2020 - 2 p.m.  
**VIRTUAL MEETING (via Zoom)**

**MEMBERS PRESENT:**

Austin Chapman, **CHAIRMAN**  
Bo Norton, **VICE CHAIRMAN**  
Tyrona Clark-Murray  
Branch Davis  
Mario Dipola  
Bill Fonferek  
James Green  
Jim Hill  
Patrick Keogh  
Tia Keitt  
Candice LeCompte  
Thomas Martin  
Lisa McGreevy McGlynn  
Will Messer  
Bernie O'Connor  
Charles Pappas  
Larry Solomon  
Oksana Spears  
John Stack

**MEMBERS ABSENT:**

Vickie Breedlove  
Kenneth Marsh  
Celia Miller  
Barney Roberts  
Michael Wallwork  
Eugene Yerkes

**OTHERS PRESENT:**

Autumn Martinage, FDOT  
Jeremy Norsworthy, JTA  
Travis Christiansen, Clay County Citizen  
Richard Clark, JTA

Karen Taulbee, FDOT  
Miguel Lugo, RS&H

**TPO STAFF PRESENT:**

Jeff Sheffield, Executive Director  
Denise Bunnewith, Planning Director  
Elizabeth De Jesus, Transportation Programs Manager  
Marci Larson, Public Affairs Manager  
Milton Locklear, Transportation Planner/Modeling Specialist  
Jennifer Lott, Executive Assistant  
Kristen Sedlak, Receptionist  
Angela Session, Chief Financial Officer

**CALL TO ORDER**

Chairman Chapman called the meeting to order at 2:01 p.m. and Mario Dipola led the Pledge of Allegiance. Jennifer Lott read each participant's name for the record.

**PUBLIC COMMENT**

Mr. Sheffield informed the committee that if anyone has a comment and does not wish to speak to email Marci Larson at [mlarson@northfloridatpo.com](mailto:mlarson@northfloridatpo.com). Ms. Larson will read the comment for the record during the *Public Comment* portion of the meeting.

None at this time.

► **A. APPROVE THE JUNE 3, 2020 MEETING MINUTES**

Chairman Chapman asked for review and approval of the minutes of the June Citizens Advisory Committee meeting.

Chairman Chapman asked for questions.

- Jim Green requested the following modification to Item B (Approval of the Transportation Improvement Program for FY 2020/21 – FY 2024/25).

“Ms. Forrest responded that “Advanced to FY 2020” means that the funding has been moved to the current fiscal year, and will not be in the new ~~UPWP~~ TIP that begins in 2021.

**Jim Green moved to approve the June 3, 2020 minutes as amended; Bernie O'Connor seconded; motion unanimously carried.**

► **B. CAC MEMBERSHIP APPROVAL REQUESTED**

Chairman Chapman stated approval is requested for Travis Christensen representing Clay County At-large as a member to the CAC.

**Branch Davis moved to approve Travis Christensen as a member to the CAC; seconded by Bo Norton; motion unanimously carried.**

► **C. FDOT REQUESTS AMENDING THE FY 2019/20 – FY 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Autumn Martinage presented the amendment to the Transportation Improvement Program (TIP) for FY 2019/20 through FY 2023/24 for approval.

**Duval County**

- **439468-1** – SR 115 (Southside Boulevard) at Deerwood Park Intersection Improvement
- **441194-2** – SR A1A at 2<sup>nd</sup> Avenue North Pedestrian Safety Improvement

Ms. Martinage asked for questions. There were no questions at this time.

**Thomas Martin moved to approve the FDOT’s request to amend the Transportation Improvement Program (TIP) for FY 2019/20 through FY 2023/24; Mario Dipola seconded; motion unanimously carried.**

► **D. FDOT REQUESTS AMENDING THE FY 2020/21 – FY 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Autumn Martinage presented the amendment to the Transportation Improvement Program (TIP) for FY 2020/21 through FY 2024/25 for approval.

**Duval County**

- National Park Service (NPS)/Timucuan Ecological and Historical Preserve Bike and Pedestrian Study
- NPS/Timucuan Ecological and Historical Preserve Safety and Facility Improvements – St. Johns Ferry

Ms. Martinage asked for questions. There were no questions at this time.

**Bo Norton moved to approve the FDOT’s request to amend the Transportation Improvement Program for FY 2020/21 through FY 2024/25; Mario Dipola seconded; motion unanimously carried.**

► E. **FDOT REQUESTS AMENDING THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR FY 2020/21 – FY 2024/25 TO INCLUDE PROJECTS IN THE ROLL FORWARD REPORT**

Autumn Martinage presented the amendment to the Transportation Improvement Program for FY 2020/21 through FY 2024/25 to include projects in the Roll Forward Report.

Ms. Martinage asked for questions. There were no questions at this time.

**Bernie O'Connor moved to approve the FDOT's request to amend the Transportation Improvement Program for FY 2020/21 through FY 2024/25 to include projects in the Roll Forward Report; Bo Norton seconded; motion unanimously carried.**

► F. **AMENDMENT OF THE UNIFIED PLANNING WORK PROGRAM (UPWP) FOR FY 2020/21 – FY 2021/22 (REALLOCATION OF FUNDS)**

Angela Session presented the amendment of the Unified Planning Work Program (UPWP) for FY 2020/21 through FY 2021/22 (Reallocation of Funds).

Task 5.32 Clay County Pavement Management Pilot program was added to the FY 2020/21 UPWP because there was a strong possibility that the task would carry over from FY 2019/20 due to the COVID-19 shut downs. The consultants were able to complete the program before June 30 eliminating the necessity for the task in the FY 2020/21 UPWP. The funds are being reallocated to Task 1.5 General Consultant Services until another purpose can be established.

Task 7.3 Transit Planning for the St. Augustine UA was inadvertently underfunded. There will be a TDP Major Update this year that will require an additional \$50,000 of funding. This portion of the amendment will take \$7,680 of FTA funds from Task 1.5 General Consultant Services and \$42,320 from Task 1.1 and reallocate them to Task 7.3.

Ms. Session asked for questions. There were no questions at this time.

**Bernie O'Connor moved to approve the TPO's request to amend the Unified Planning Work Program (UPWP) for FY 2020/21 through FY 2021/22 to reallocate funds; Jim Hill seconded; motion unanimously carried.**

G. **ROADBOTICS PAVEMENT PRESENTATION** – Deferred.

H. **FLORIDA TRANSPORTATION PLAN UPDATE**

Karen Taulbee of FDOT gave a brief update on the Florida Transportation Plan.



Ms. Taulbee asked for questions. There were no questions at this time.

## **I. SMART NORTH FLORIDA UPDATE**

Jeff Sheffield gave the following update.

- We continue to test different technologies to improve our everyday efficiencies and create opportunities for our member communities to assess if there is value in moving forward with them.
- Hack-a-Thon – Another Hack-a-Thon is being planned for the end of August or beginning of September in the Healthy Foods space in a partnership with Baptist and UF Health and some other non-profit organizations within Northeast Florida.
- Smart North Florida is being created as a 501(c)(3). This effort has expanded to include healthcare, education, environment, safety, etc. It is important that this was established as a separate entity so that the TPO can have the flexibility to advance the initiatives.
  - Mario Dipola wanted to know what will be the TPO's involvement once Smart North Florida is its own entity.

Mr. Sheffield responded that the TPO will continue to be a significant player and will provide back office support. Smart North Florida as a 501(c)(3) allows for diversity.

- We are now having a conversation with an international accelerator named Techstars. We would be developing a turnkey program that leverages innovators world-wide and brings them into our community for a 90-day mentorship and development program that focuses on their solutions and connects them with investment opportunities moving forward.

## **J. OLD BUSINESS**

### **1. June 3, 2020 CAC Meeting – Response Needed from Staff/FDOT**

- Mr. Fonferek requested that the North Florida TPO bring together a group of interested parties from the TPO, FDOT, FHWA and Duval and Clay Counties to discuss the potential of a Comprehensive Management Plan for the Oakleaf area.

***Mr. Sheffield verbally committed that the North Florida TPO will reach out to those agencies/entities and organize an initial meeting.***

***A virtual meeting is scheduled for Tuesday, August 18 at 10 a.m. Staff from the TPO, COJ, FDOT and Clay County will participate.***

- Mario Dipola requested a one-page summary of the State of Florida's revenue projections that evaluates the impact of the reduced gas tax. Mr. Dipola would also like a brief overview of the Revenue Estimating Conference. Autumn Martinage will check with Jim Knight. To date, staff is still evaluating the impact of the reduced gas tax.

The Revenue Estimating Conference will be held later this summer.

**FDOT is still evaluating the impact of the reduction in gas tax and will have this information at a later date.**

## **2. COVID-19 – Future CAC Meetings**

- Mr. Sheffield informed the group that the Executive Order expires September 1. If the Executive Order is not extended, we will have a hybrid meeting that will require an in-person quorum with the remainder of the participants attending virtually. The TPO has taken all the necessary precautions for members to participate in-person.

Chairman Chapman commented that he likes this approach and suggests that those that need to come in to do so.

- Mr. Sheffield informed the group that an action to permit virtual members to vote will need to be taken at the beginning of the meeting.

## **H. NEW BUSINESS**

- Bylaws Committee – According to the Bylaws, the Chairman will establish a Bylaws Committee at least every two years on even-numbered years to review the Bylaws and report their recommendations to the CAC.

Chairman Chapman asked for volunteers to serve on the Bylaws Committee.

Jim Hill, Bo Norton, Jim Green, Brach Davis, Larry Solomon and John Stack will serve on the Bylaws Committee.

## **I. PUBLIC COMMENT**

## **J. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:09 p.m. The next CAC meeting will be September 2, 2020.

# Agenda Item F.

## **Old Business**

- **August 13, 2020 North Florida TPO Meeting Report**

# North Florida TPO Meeting Report



## Meeting Agenda

Thursday, August 13, 2020  
10 a.m.

- Call to Order
- Invocation
- Pledge of Allegiance
- Introductions
- Public Comment

### Consent Agenda

**1. North Florida TPO Minutes of June 11, 2020**

**UNANIMOUSLY  
APPROVED**

These minutes are ready for review and approval.

**2. CAC Membership Approval Requested**

**UNANIMOUSLY  
APPROVED**

- Approval is requested for Travis Christensen representing Clay County At-large. His application is included in Section 2.

### TPO Agenda

**A. Finance Committee Report**

Information Only

- May Monthly Financial Statement
- June Monthly Financial Statement

**B. FDOT Requests Amending the FY 2019/20 – FY 2023/24 Transportation Improvement Program (TIP)**

**UNANIMOUSLY  
APPROVED**

A copy of the request is included in Section B, which includes the following projects:

**TCC and CAC  
Approved**

#### Duval County

- **439468-1** – SR 115 (Southside Boulevard) at Deerwood Park Intersection Improvement
- **441194-2** – SR A1A at 2<sup>nd</sup> Avenue North Pedestrian Safety Improvement

- C. FDOT Requests Amending the FY 2020/21 – FY 2024/25 Transportation Improvement Program (TIP)** **UNANIMOUSLY APPROVED**  
**TCC and CAC Approved**
- A copy of the request is included in Section C, which includes the following projects:

**Duval County**

- National Park Service (NPS)/Timucuan Ecological and Historical Preserve Bike and Pedestrian Study
- NPS/Timucuan Ecological and Historical Preserve Safety and Facility Improvements – St. Johns Ferry

- D. FDOT Requests Amending the Transportation Improvement Program (TIP) for FY 2020/21 – FY 2024/25 to Include Projects in the Roll Forward Report** **UNANIMOUSLY APPROVED**  
**TCC and CAC Approved**

The Roll Forward Amendment includes projects or phases of projects that were approved in the FY 2019/20 – FY 2023/24 TIP, but were authorized or begun prior to July 1, 2020. These projects then “Roll Forward” into the first year of the new FY 2020/21 – FY 2024/25 TIP. A copy of the request is included in Section D.

- E. Amendment of the Unified Planning Work Program (UPWP) for FY 2020/21 – FY 2021/22 (Reallocation of Funds)** **UNANIMOUSLY APPROVED**  
**TCC and CAC Approved**
- A summary of the amendment is included in Section E.

- F. Approval of the Revised Continuity of Operations Plan (COOP)** **UNANIMOUSLY APPROVED**
- A revised COOP was given at the June meeting. A copy is included in Section F.

- G. RoadBotics Pavement Presentation** Information Only
- Terry Shaw of HNTB will give a presentation on the RoadBotics Pavement initiative.

- H. Florida Transportation Plan Update** Information Only
- The Florida Transportation Plan (FTP) is updated every five years. It is an ongoing process that includes Vision, Policy and Implementation and Performance elements. The FTP Vision Element provides a longer-term view of major trends, uncertainties, opportunities and desired outcomes shaping the future of Florida’s transportation system.

- I. **Smart North Florida Update** Information Only
- J. **Executive Director’s Report** Information Only
- K. **Secretary of Transportation’s Report** Information Only
- L. **Authority Reports** Information Only
- M. **Old Business**
- N. **New Business**
- O. **Public Comment**
- P. **Adjourn**

**Information**

- Status Report of FDOT Projects in the North Florida TPO area
- MPOAC Year-End Legislative Summary 2020

**The next meeting will be September 10, 2020.**

**NOTICE**

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