



## **Technical Advisory Committee Agenda Book**

10:00 am  
Wednesday, December 2, 2020

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



Call to Order  
Introductions  
Public Comment

## **Agenda**

- |   |                     |
|---|---------------------|
| <b>A. November 4, 2020 Minutes</b>  | <b>ACTION ITEM</b>  |
| These minutes are ready to review and approve.  |                     |
| <b>B. Electing Officers</b>   | <b>ACTION ITEM</b>  |
| According to the TAC Bylaws, the Committee will elect a Chair (St. Johns County) and Vice Chair (Clay County) at the last meeting of each calendar year.                            |                     |
| <b>C. St. Johns County Sidewalk Asset Strategy Study</b>  | Information<br>Only |
| April Baachus of ETM will give a brief presentation on the St. Johns County SAS.  |                     |
| <b>D. Smart North Florida Update</b>  | Information<br>Only |
| <b>E. Old Business</b>  |                     |
| <b>F. New Business</b>  |                     |
| <ul style="list-style-type: none"><li>• North Florida TPO 2021 Meeting Schedule</li><li>• List of Priority Projects (LOPP)</li><li>• Unified Planning Work Program (UPWP)</li></ul> |                     |
| <b>G. Public Comment</b>  |                     |
| <b>H. Adjournment</b>   |                     |

## **The next meeting will be February 3, 2021.**

### **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 November 4, 2020 Meeting**

***Action Item***



**TECHNICAL COORDINATING COMMITTEE**  
**MEETING SUMMARY**

Wednesday, November 4, 2020 – 10 a.m.  
**HYBRID MEETING**

**MEMBERS PRESENT:**

Robert Companion, Nassau County, **CHAIRMAN**  
Reuben Franklin, City of St. Augustine, **VICE CHAIRMAN**  
Jerry Box, CareerSource  
Rodney Cooper, St. Johns County  
Shane Corbin, City of Atlantic Beach  
Bill Killingsworth, COJ Planning and Development Dept.  
Ed Lehman, Clay County Planning Dept.  
Bill Mann, Jacksonville Beach Planning Dept.  
Autumn Martinage, Florida Dept. of Transportation  
Phong Nguyen, St. Johns County Planning Dept.  
Elizabeth Payne, Northeast Florida Regional Council  
Geanelly Reveron, JTA (for Suraya Teeple)  
Lynn Rutkowski, City of Keystone Heights  
Carol Saviak, St. Johns County/St. Augustine Airport  
Ashley Shorter, Jacksonville Airport Authority (for Lauren Scott)  
William Tredik, City of St. Augustine Beach

**MEMBERS ABSENT:**

Mike Daniels, City of Green Cove Springs Planning Dept.  
Scott Hanna, Ocean Highway & Port Authority – Nassau County  
Chris LeDew, COJ Public Works Dept.  
Sean Lynch, Mayor, Town of Baldwin  
Colin Moore, City of Neptune Beach  
Tom Morris, Clay County Utility Authority  
James Richardson, Jacksonville Environmental Protection Board  
Matt Schellhorn, U.S. Navy  
Dale Smith, Clay County Public Works  
Steve Smith, Town of Orange Park  
Bryan Spell, JEA  
Brad Underhill, Nassau County Schools Transportation

**OTHERS PRESENT:**

Wiley Page, Atkins

Mark Manwell, ETM  
Eron Thompson, JTA  
Jeremy Norsworthy, JTA  
April Bacchus, ETM  
Jeanette Berk, Gannett Fleming  
Brian Teeple, Kimley-Horn  
Soliman Salem, COJ  
Miguel Lugo, RS&H  
Peyton McLeod, PGA  
Victoria Pennington, Marketing & Public Affairs  
Terry Shaw, Kimley-Horn  
Tyler Blair, Nassau County  
Phil Shad, Atkins  
Satya Kolluru, Arcadis  
Doreen Joyner-Howard, FDOT  
Justin Dennis, Urban SDK  
Jennifer Kennedy, HNTB  
Clark Letter, HNTB  
Chris Nalsen, FDOT

**TPO STAFF PRESENT:**

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

**CALL TO ORDER**

Chairman Companion welcomed everyone and called the Technical Coordinating Committee meeting to order at 10:01 a.m. Jennifer Lott read each participant's name for the record.

**SIGNIFICANT CIRCUMSTANCE DETERMINATION**

Vice Chairman Franklin read the following language.

*It is reasonably determined by the TCC members physically present at the meeting that those members attending virtual for personal/public safety reasons due to the COVID-19 pandemic constitutes "significant circumstance". Therefore, the Members' reason for absence are approved by the quorum of TCC members physically present. By this action, members attending virtually*

may not only participate in debate but **must** vote, unless they have a voting conflict of interest.

**Bill Killingsworth moved to approve that those TCC members attending virtual for personal/public safety reasons due to the COVID-19 pandemic constitutes “significant circumstance”. By this action, members attending virtually may not only participate in debate but must vote, unless they have a voting conflict of interest; Ed Lehman seconded; motion unanimously carried.**

### **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 OCTOBER 7, 2020 MEETING MINUTES**

Chairman Companion asked for approval of the September Technical Coordinating Committee meeting minutes.

**Bill Killingsworth moved to approve the October 7, 2020 meeting minutes; Ed Lehman seconded; motion unanimously carried.**

#### **▶ B. TCC BYLAWS UPDATE**

Marci Larson presented the following revisions to the TCC Bylaws for approval.

- Change the committee name from Technical Coordinating Committee to Technical Advisory Committee. This change will better illustrate the name used by most MPOs.
- The Keystone Heights Airport Authority has been added as an agency that may send a representative.
- The rotation chart for Chair/Vice Chair in Section 8: Electing Officers, Page 4, has been updated through 2028.
- Some time ago the Nassau County School Board asked for representation. Efforts are underway to have representatives from Jacksonville/Duval, Clay and St. Johns Counties. These have been added to the agency list.

- We currently have several agencies/locales that are listed but do not send representatives. Staff outreaches to them periodically to secure representatives.
- The Vice Chair will serve as the floor leader during meetings, moving motions for a vote. (Added to Section 7, #2 – October TCC meeting.)
- Minor edits were completed.

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

These bylaws will be forwarded to the TPO Board for their approval.

**Bill Killingsworth moved to approve the revisions to the TCC Bylaws; Ed Lehman seconded; motion unanimously carried.**

► **C. FDOT REQUESTS AMENDING THE FY 2020/21 THROUGH 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**

- **439468-1** – Southside Blvd. (SR 115) at Deerwood Park Intersection Improvement
- **441194-2** – SR A1A at 2<sup>nd</sup> Avenue North Pedestrian Safety Improvement
- **448462-1** – 5310 Operating – Jacksonville Transportation Authority – Large UZA, Operating for Fixed Route

Ms. Martinage asked for questions.

- Bill Killingsworth wanted to know what is being done on Southside Boulevard.

Ms. Martinage responded that the Southside Boulevard project will consist of a displaced left-turn. This project has been in the TIP and this action will add funding for right-of-way.

**Bill Mann moved to approve the FDOT's request to amend the FY 2020/21 through FY 2024/25 Transportation Improvement Program (TIP); Jerry Box seconded; motion unanimously carried.**

**D. MOBILITY WEEK PRESENTATION**

Christina Nalsen of FDOT gave a brief Mobility Week presentation.



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

#### **E. TPO WEBSITE ROLLOUT**

Victoria Pennington gave a brief presentation on the new TPO website.

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

#### **F. SMART NORTH FLORIDA UPDATE**

Jeff Sheffield gave the following update.

- We maintain four general planning consultant contracts, and are working to standardize their activities. For most of our planning studies, the data collection component is included. The goal is for us to maintain these data sets within the data exchange. We envision providing the data sets to our consultants so they would operate from a continuity standpoint. In turn, the funding used on data collection could then be used to fund analysis and evaluation efforts.

Terry Shaw with Kimley-Horn gave a brief presentation on data analysis tools that will allow us to standardize the output.

Justin Dennis with Urban SDK gave a brief presentation on a tool to provide data and mapping.

- Bill Mann wanted to know if the database is state-wide.

Mr. Sheffield responded that we are gaining the value of work that the consultants and others do in other areas of the country.

Mr. Dennis responded that the data sources are state-wide as well as federal. The data sources include such things as real-time weather, traffic crashes, telemetry speed data and general demographic information from the census studies. The purpose is to provide data for the core critical areas in order to avoid gathering the data and allowing access so that the consultants can expand their capabilities.

- Reuben Franklin commented that he likes the idea of a standardized data package, and feels that it would be helpful to have a level of data validation.

Mr. Sheffield responded that the new data sources need to be validated, and we are having conversations with DOT Central Office to endorse it so we can then feed the data to a state-wide repository.

- Reuben Franklin commented that if this data could become a dashboard for a particular project that could be analyzed for trends, etc. that would be great.

Mr. Sheffield responded that the goal is to push the limit.

**G. OLD BUSINESS**

None at this time.

**H. NEW BUSINESS**

- December Elections – According to the TCC Bylaws, the Committee will elect a Chair (St. Johns County) and Vice Chair (Clay County) at the last meeting of each calendar year.

**I. PUBLIC COMMENT**

None at this time.

**J. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:47 a.m. The next TCC meeting will be December 2, 2020.

# **Agenda Item F.**

## **New Business**

- **North Florida TPO 2021 Meeting Schedule**

## North Florida TPO Meeting Schedule 2021

TPO – 10 a.m. 2 <sup>nd</sup> Thursday Monthly	TCC – 10 a.m. 1 <sup>st</sup> Wednesday Monthly	CAC – 2 p.m. 1 <sup>st</sup> Wednesday Monthly	TD – 9 a.m. 1 <sup>st</sup> Thursday Quarterly
February 11	February 3	February 3	March 4
March 11	March 3	March 3	May 6
April 8	April 7	April 7	September 2
May 13	May 5	May 5	November 4
June 10	June 2	June 2	
August 12	August 4	August 4	
September 9	September 1	September 1	
October 14	October 6	October 6	
<b>November 10**</b>	November 3	November 3	
December 9	December 1	December 1	

**THERE ARE NO MEETINGS IN JANUARY AND JULY.**

**\*\*In observance of Veterans Day, the November TPO Board meeting will be held on November 10.**