



**Polk Transportation Planning Organization
Technical Advisory Committee (TAC)
Draft MEETING MINUTES
Thursday, February 18, 2016**

Bartow Civic Center, Game Room
2250 S. Floral Avenue
Bartow, FL 33830

Members Present:

Sherry Carver
Amy Palmer, *Vice Chairman*
Marisa Barmby
Addie Javed (late)
Valerie Ferrell
Doug Leonard (late)
Kathy Bangley, *Chairman*
Chuck Barmby
Teresa Maio
Sean Byers
John Bohde
Bill Skelton

Others Present:

Walter O'Rourke
Jill Wallace
Beth Evans
Lori Carlton
Keith Robbins
Chanda Bennett
Joe Montoya
Tom Deardorff
Ronnie Blackshear
Curtis Knowles
Ryan Kordek
Xiomara Meeks
Cherie Simmons
Tricia Pichette

Representing:

Central Florida Regional Planning Council (CFRPC)
City of Auburndale
Town of Dundee (CFRPC)
City of Haines City
City of Lake Alfred
Town of Lake Hamilton
City of Lake Wales
City of Lakeland
City of Lakeland
City of Winter Haven
Polk County Land Development
Polk County Roads and Drainage

Representing:

Adviser Network
Das Hand Haus
Envisors
Florida Department of Transportation
Florida Department of Transportation
Polk Long Range Planning
Polk County Roads and Drainage
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff
Polk TPO Staff

Call to Order, Roll Call

Chairman Kathy Bangley called the TAC meeting to order at 9:36 a.m. Roll call was taken. A quorum was present with 9 members in attendance.

Approval of Minutes

One correction was made to the minutes. In agenda Item 3, third paragraph the word Commuter service should read commuter rail.

Motion: Bill Skelton motioned to approve the December 3, 2015 meeting minutes with the noted correction. Chuck Barmby seconded the motion. Motion carried without dissent.

Agenda Review

Ryan Kordek, TPO staff highlighted the significant topics and action items on the committee's agenda.

1. Polk County Expressway Authority

Tom Deardorff, TPO staff provided a brief update on recent action taken by the Board of County Commissioners (BoCC) regarding establishing an expressway authority for Polk County. The BoCC recently approved Resolution 2016-017 which creates the Polk County Expressway Authority. All information known by TPO staff can be found in the resolution.

2. District One Freight Mobility & Trade Study and Implementation Plan

Keith Robbins, FDOT staff provided an overview of the findings of the District One Freight Mobility and Trade Study and implementation Plan. The purpose of the presentation is to provide an executive-level overview of the findings of District One's Freight Mobility and Trade Study, and their way forward in developing the District One Freight Mobility Implementation Plan. The study area and goal for the study were reviewed. Five Technical Memos were products of study. Mr. Robbins discussed the policies and plan review, data collection and analysis and assets inventory processes. Needs assessment and improvements prioritization were also reviewed. There are four main components to the plan, which were reviewed. District One is seeking Public and private sector input on several of the components. This is a flexible and dynamic plan that can be modified as required for the changing landscape.

3. TAC Origin-Destination Subcommittee Recommendation

Ronnie Blackshear, TPO staff gave a brief review of the subcommittee's recommendation to hire a consultant to do a Origin-Destination Study and asks the TAC to support the recommendation to the TPO Board.

Motion: Chuck Barmby motioned to make the recommendation to the TPO Board. Sean Byers seconded the motion. Motion carried without dissent.

4. Review/Approve the Draft Amendment to the FY 2014/15 – 2015/16 Unified Planning Work Program (UPWP)

Xiomara Meeks, TPO staff presented one amendment. In the next several months the TPO will be preparing the FY 2016/17 – 2020/21 Transportation Improvement Program (TIP). In recent years the TPO has used consultant services for the development and ongoing maintenance of an interactive TIP program for the TPO's website. The contract for this service is set to expire. Staff is proposing to use the interactive program that was developed for Momentum 2040 (Community Remarks) as a less-costly and more effective alternative in order to display the projects contained in the TIP, as well as solicit comments from the public on the TIP. The current budget for this service is \$10,000. The proposed budget for this service will be \$2,275. This proposed amendment to the FY 2014/15 – 2015/16 Unified Planning Work Program (UPWP) is needed in order to begin work this spring in conjunction with the development of the new TIP.

Motion: Amy Palmer motioned to approve the amendment to the UPWP. Sherry Carver seconded the motion. Motion carried without dissent.

5. Review/Approve Draft Strategic Plan for the TPO

Tom Deardorff, TPO staff gave a brief overview of the draft strategic plan for the TPO. The plan is intended to guide the TPO's planning program and the implementation of the 2040 Long Range Transportation Plan. The plan includes six elements which include Vision, Mission Statement, Core Values, Objectives, Strategies and Actions. The plan is a two year document.

Motion: Marisa Barmby motioned to recommend approval of the plan as presented to the TPO Board for approval. Valerie Ferrell seconded the motion. Motion carried without dissent.

6. Appoint Members to Serve on a Subcommittee to Evaluate and Score Candidate 2016 Priority Transportation Projects

Xiomara Meeks, TPO staff led a brief discussion on the 2016 Candidate Priority Transportation Projects. Transit, Complete Streets and Regional Trail project were included. Staff requested the committee appoint members to serve on a subcommittee to evaluate and score the projects. Sherry Carver, Valerie Ferrell, Bill Skelton, Walter O'Rourke volunteered. Kathy Bangley volunteered to be an alternate.

Motion: Marisa Barmby motioned to recommend approval of the plan as presented to the TPO Board for approval. Valerie Ferrell seconded the motion. Motion carried without dissent.

7. Trail Master Plan Update

Xiomara Meeks, TPO staff gave a brief update on the progress of the Trail Master Plan Feasibility Study which includes the Lakeland Highlands Trail, the North Ridge to Van Fleet Trail, the Poinciana Trail and the Fort Meade to Bartow Trail.

8. 2016 Final Certification Report for the Lakeland and Winter Haven Transportation Management Area (TMAs)

Tom Deardorff, TPO staff presented the final certification report. Mr. Deardorff briefly highlighted some areas of the report. This was TPO's first year participating in the certification

process. Over all the TPO did very well on the certification. Mr. Deardorff thanked everyone who participated in the certification process.

9. Election of Officers

Chairman Kathy Bangley opened the floor for nominations for Chairman. She stated that she would be willing to serve another year as Chairman.

Motion: Amy Palmer motioned to re-elect Kathy Bangley as Chairman of the TAC. Doug Leonard seconded the motion. Motion carried without dissent.

Chairman Kathy Bangley opened the floor for nominations for Vice-Chairman.

Motion: Kathy Bangley motioned to re-elect Amy Palmer as Vice-Chairman of the TAC. Chuck Barmby seconded the motion. Motion carried without dissent.

10. Communications and Reports

A. Tricia Pichette

i. Mobile Minutes

Two public service announcements called Mobile Minutes were shown. These videos were totally produced in house by Tricia.

ii. Public Participation Plan (PPP) Update

The PPP Plan is being update and will be presented at the next TAC meeting.

B. Sherry Carver, CFRPC suggested that Best Practices from the certification be shared at next TAC meeting.

11. Adjournment

With no further business to discuss, the meeting adjourned at 10:54 a.m.

Respectfully transcribed by Cherie Simmons, TPO Office Manager

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.