# Collier Metropolitan Planning Organization

# Board of County Commission Chambers

# Collier County Government Center

**3299 Tamiami Trail East, 3rd Floor**

**Naples, FL 34112**

**March 13, 2020**

**9:00 a.m.**

**1. CALL TO ORDER**

 Meeting was called to order at approximately 9:01 A.M.

# 2. ROLL CALL

 **Brandy Otero** called roll and confirmed a quorum was present.

**Members Present**

Councilwoman Elaine Middelstaedt, City of Everglades City, Chair

Councilman Erik Brechnitz, City of Marco Island, Vice-Chair

Councilman Terry Hutchison, City of Naples

Commissioner Andy Solis, Collier County BCC District 2

Commissioner William L. McDaniel, Jr. District 5

Commissioner Penny Taylor, Collier County BCC District 4

Commissioner Burt Saunders, Collier County BCC District 3

Commissioner Donna Fiala, Collier County BCC District 1

**Members Absent**

Councilman Reg Buxton, City of Naples

**MPO Staff**

Anne McLaughlin, Executive Director

Brandy Otero, Principal Planner

Karen Intriago, Administrative Assistant

**FDOT**

L. K. Nandam, District 1 Secretary

Victoria Peters

**Others Present**

Wally Blaine, Tindale Oliver

Scott R. Teach, Deputy County Attorney

Lorraine Lantz, CAC Chairperson

George Dondanville, potential candidate for CAC/BPAC committees

Valerie Nowottnick, Minute Taker

# 3. PLEDGE OF ALLEGIANCE

 **Commissioner Fiala** led the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA, PREVIOUS MINUTES AND CONSENT ITEMS**

 **4.A. Scrivener’s Error Correction - February 14, 2020 Amendment to the FY2020-**

**FY2024 Transportation Improvement Program (TIP)**

 **Ms. Otero** – need to correct 4.B. – the amendment to the Public Transit Agreement should now read “The Collier MPO or their designee is authorized to enter into, modify, or terminate the PTGA with the Florida Department of Transportation unless specifically rescinded.” FDOT requested the language to be included.

 **4.B. Approve Amendment to the Public Transit Grant Agreement (G1619) and the**

**authorizing resolution**

 **4.C. February 14, 2020 Meeting Minutes**

 ***Councilman Brechnitz*** *moved for approval of the Agenda, Previous Minutes, and Consent Items.* ***Commissioner Taylor*** *seconded.* ***Passed unanimously.***

# 5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

**None.**

#  6. AGENCY UPDATES

 **6.A. FDOT**

 **Ms. Peters** – Updated Board on project located on US 41, from 951 to Greenway. Currently in 7-day “burn period” for lighting. Waiting for final items to be reviewed and Florida Power and Light (FPL) to give approval. Anticipate early spring for project to be completed. **Commissioner Fiala** – expressed gratitude. Constituents had been asking about status. **Ms. Peters** – (addressing **Commissioner Solis**) – re: small sidewalk project near 91st Street. Checked with project management team and there is a little drainage being done as well as lighting. Much smaller project in scope than Waterside Mall. **Commissioner Solis** – project is going fairly quickly. **Ms. Peters** – (addressing **Commissioner McDaniel**) – project in Immokalee on Main Street – should be starting in May – finalizing utilities, etc.

 **Ms. Peters** – sent out calendar invites and emails for “Southwest Connect.” (I-75 managed lane studies). Will hold two public meetings in the near future. Meetings have been postponed for right now. The information related to meeting is not time sensitive and studies are ongoing. Will follow up when meetings have been rescheduled. There is also a symposium on April 23, 2020, at Tampa Campus at Univ. of South Florida. Opportunity to share ideas for bike/ped safety.

 **6.B. MPO EXECUTIVE DIRECTOR**

 **Ms. McLaughlin** – Eric Ortman accepted position with Blue Zones. Asked for cooperation in recording motions, etc. Letter from FHWA re: upcoming certification review. On site meeting to be held on August 12, 2020. Will also be public meeting on the evening prior. Have coordinated with MPO Chair, Councilwoman Elaine Middelstaedt to attend. Encourage attendance by all MPO Board members. FHWA prefers to have Board members at their meetings. **Commissioner Fiala** – most Board members take vacations in August. **Ms. McLaughlin** – notified FHWA that most Board members are not here in August, and it is okay.

 **Ms. McLaughlin** – discussed meeting requirements due to COVID-19 restrictions. Has been in discussions with FDOT, County Attorney, and FHWA. Cannot have virtual meetings (i.e., telephonic, televised, etc.) per Sunshine Law for either MPO Board or advisory committees. In Public Participation Plan, there is a provision that allows going straight to Board with matters of urgency and bypassing advisory committees. On page 25, “Exceptions to Notifications Commitments.” FHWA advised that MPO needs to follow PPP. Proposal is to clarify that it is not just unforeseen circumstances but also emergency situations. Advised by FWHA to change Continuity of Operations Plan (COOP) to include emergency situations. Looking at continuing with Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings on March 30. If no quorum, matters would be brought directly to Board. Bicycle and Pedestrian Advisory Committee (BPAC) scheduled to meet on Tuesday, March 17. Was going to talk to them about canceling meetings since there is no pressing business at this time. Congestion Management Committee (CMC) is meeting next day and their information is critical to MPO deadlines but there are alternatives to getting things done. Local Coordinating Board (LCB) – need to talk to state Transportation Disadvantaged Commission office. Re-tooling certain meetings to be virtual using Skype, etc. Would keep Board advised as to any updates and changes in meeting schedules along with usage of different mediums. **Commissioner Saunders** - need to address each advisory committee separately. Suggests canceling all advisory board meetings until further notice unless something necessary to have one. **Ms. McLaughlin** – CAC meeting on 03/30. **Ms. Otero** – two critical items that were planned to be discussed: (1) De-obligation for the Unified Planning Work Program (UPWP) – must be transmitted to FDOT by mid-April. If lose opportunity, then lose funding until 2nd fiscal year. **Commissioner Saunders** – do you need advisory board to meet or need their recommendation? **Ms. McLaughlin** – if you need to act, Board may do so under PPP without advisory committee recommendation. **Commissioner Saunders** – suggests doing so. **Ms. McLaughlin** – rather than addressing each committee individually, workarounds can be developed to accommodate the slate of committee meetings. LCB is a State-run agency and MPO will have to confer with them. **Commissioner Fiala** – LCB does not meet again until May 6. Current situation may improve by then. **Councilman Brechnitz** – questioned type of venue in which committees meet (i.e., conference room, meeting room, etc.). **Ms. McLaughlin** – all advisory committees meet in conference rooms in [Collier County] Growth Management Division. People are making self-determination decisions to not be in public. BPAC member chose not to attend MPO meeting. **Commissioner Fiala** – conference room on 5th floor of County building may be an option. **Commissioner Saunders** – volunteers are sitting on committees. Should not put them and their families at risk.

 ***Commissioner Saunders*** *made a motion to cancel all advisory board meetings until further notice from MPO Board with exception that, if staff determines that a grant or some issue must be resolved by advisory board, then the meeting could proceed. If meeting can be avoided, and the MPO Board can make decision without their [advisory board] input, the meetings would be canceled until further notice.* ***Councilman Hutchison*** *seconded.*

**Mr. Nandam** – if anything involves a requirement from FDOT, they can check to see if extension can be granted so that MPO Board does not need to meet.

**Mr. Teach** – MPO Board previously met 1-2 fewer times per year historically. Can compress items into other meetings. If critical items can be addressed through extension by FDOT, MPO Board meetings can be postponed.

**Ms. Otero** – second critical item for CAC meeting is a change order for a contract that is expiring at the end of April. **Mr. Teach** – depending on amount of change order, MPO Board could delegate to Chair to handle. **Ms. Otero** – zero-dollar time extension. **Mr. Teach** – Board could delegate to Chair.

**Commissioner Saunders** – confirmed that vote had not been taken on his motion. Will need subsequent motion based on comments from **Mr. Teach**.

 ***There being no further discussion on the motion, the vote was unanimous.***

 ***Commissioner Saunders*** *made a motion to cancel next MPO Board meeting, authorize staff director to deal with extension/contract issue (no cost issue), and schedule next meeting for May 2020.* ***Commissioner Hutchison*** *seconded.*

**Commissioner Taylor** – asked for amendment that any business that can be conducted going forward through Chair or MPO [Director] needs to be addressed so that Chair can take initiative to still accomplish task items. **Commissioner Saunders** – confirmed proposed amendment as “to authorize Chairman or Vice Chairman to take whatever steps necessary requested by staff director to continue the business of the MPO.” Approved incorporation of language into his motion.

 ***There being no further discussion on the motion, the vote was unanimous.***

# 7. COMMITTEE CHAIR REPORTS

 **7.A. CITIZENS ADVISORY COMMITTEE (CAC)**

 **7.A.1. Citizens Advisory Committee Chair Report**

**Ms. McLaughlin** – read the Committee Chair report contained in the agenda packet.

#  7.B TECHNICAL ADVISORY COMMITTEE (TAC)

 **7.B.1. Technical Advisory Committee Chair Report**

**Ms. McLaughlin** introduced the Committee Chair report contained in the agenda packet. **Ms. Lantz** – gave overview of substance of TAC meeting on February 24, 2020. Reiterated that PSA’s from MPO should focus on roundabouts.

#  7.C BICYCLE PEDESTRIAN ADVISORY COMMITTEE (BPAC)

**7.C.1. Bicycle and Pedestrian Advisory Committee Chair Report**

 **Ms. McLaughlin** - Committee did not meet last month.

#  7.D CONGESTION MANAGEMENT COMMITTEE (CMC)

#  7.D.1 Congestion Management Committee Chair Report

**Ms. McLaughlin -** Committee did not meet last month.

#  7.E LOCAL COORDINATING BOARD (LCB)

 **7.E.1 Local Coordinating Board Chair Report**

**Commissioner Fiala –** gave report on behalf of Committee. Had a very interesting meeting – annual public workshop. Rules changed and have created difficulties for passengers with delays in scheduled passenger pickups, etc. Suggested reconsideration of rules changes. Howard Kurzman elected as Vice-Chair of Committee. Reviewed and approved LCB bylaws. Approved rate model presented by Public Transportation and Neighborhood Enhancement Division. Next meeting scheduled for May 6, 2020.

# 8. REGULAR BOARD ACTION (ROLL CALL REQUIRED)

#  None.

# 9. REGULAR BOARD ACTION (NO ROLL CALL)

**9.A. Review of Draft Fiscal Year 2020/21-2021/22 Unified Planning Work Program**

**Ms. Otero** – changes made to Unified Planning Work Program (UPWP) at request of FDOT to streamline handbook including the four State planning emphasis areas: Safety, System Connectivity, Resiliency, ACES. Studies continued in UPWP: 2045 LRTP, Local Road Safety Plan, completing Transit Development Plan, completing Park & Ride Study. New studies: PSA/Safety Campaign (TBD) (waiting on outcome of Local Road Safety Plan), second Transportation System Performance Report, funding allocation for two fiscal years, new transit study (as unknown – waiting on results for Transit Development Plan). Funding for two years: $548,485 – PL funding for 2021 (placeholder for 2021 and 2022). Transit funding: $148,233 (typically placeholder until allocation funding received); $27,000 – TD funding (local match included); $1,000 – local funding (items not eligible for grant funding). Total for 2 years without soft match - $1.9M including salaries, studies, etc. UPWP must be submitted to FDOT by March 15, 2020. FDOT will forward to FHWA for 30-day review period. Returned to committee for final approval. Must be transmitted to FDOT as final document no later than May 15, 2020.

 ***Commissioner McDaniel*** *made a motion to approve the Unified Planning Work Program without comments.* ***Commissioner Taylor*** *seconded.* ***Unanimous vote.***

**9.B. Approval of Appointment of Citizens Advisory Committee (CAC) Members**

**Ms. McLaughlin** – scheduled for this meeting based on November 29, 2019, meeting vote to seek additional applicants. Certain positions are constrained where committee members are representing Board member jurisdictions. Vacancies in District 4 and District 5. Pam Brown would like to fill District 5 vacant at-large position. **Commissioner McDaniel** – affirmed Pam Brown to be appointed.

**Ms. McLaughlin** – received application from Bob Melucci for District 4. **Commissioner Taylor** – support Mr. Melucci but also George Dondanville. **Ms. McLaughlin** – if Pam Brown is moved to District 5, it opens an at-large position. **Commissioner Taylor** – extensive discussion concerning both candidates and their involvement in the community.

**Ms. McLaughlin** – discussed requirements for new applicants including extending terms. (provided map of current area volunteer representation). **Commissioner Middelstaedt** – not enough information to make a decision. **Commissioner McDaniel** – suggested Ms. Rosenfeld be added as at-large member. **Commissioner Taylor** – candidates are typically allowed interviews and potential member is available for interview. **Mr. Dondanville** – is amenable to being appointed to either committee (CAC or BPAC). Lengthy and extensive discussions among Board and Executive Director regarding District vacancies, applicants, term extensions, expansion of advisory committees to accommodate additional applicants, etc.

 ***Commissioner Taylor*** *nominated two applicants for the BPAC committee: Bob Melucci for District 4 and George Dondanville as at-large for CAC.* ***Commissioner Solis*** *amended nomination to include Mr. DiDonna for at-large in District 2.* ***Commissioner Taylor*** *further amended the motion to include extending expiring terms for Josh Rincon, Robert Phelan, and relocating Pam Brown to District 5.* ***Commissioner Solis*** *seconded. Unanimous vote.*

**9.C. Approval of Appointments to the Bicycle and Pedestrian Advisory Committee**

**(BPAC)**

 **Ms. McLaughlin** – vote taken in November to move future committee appointments into regular action. Current membership is included in agenda packet as attachment 1. Advertised committee on social media, website, and listservs. Kim Jacobs (Naples Park), Patti Huff (Everglades City), George Dondanville (City of Naples) submitted applications. Expiring terms: Joe Bonness, Dana Fendrick, Reginald Wilson, Alan Musico, Dr. Friedman. All committee members are at-large. Discussed each committee member’s qualifications and requirements under the bylaws. Referenced map showing current representations per District. Recommends extending current terms. **Commissioner Solis** – suggests that new members are encouraged for fresh ideas and perspectives. Extensive discussion concerning length of current appointments and length of time on committee for current members. **Commissioner Taylor** – suggests replacing people chronologically beginning with longest serving. **Councilwoman Middelstaedt** – there was discussion about possibly expanding the committee under the bylaws. **Councilman Brechnitz** – agrees with bringing in new members but institutional knowledge should be a consideration before replacing members. Agrees with expanding the committee size under the bylaws. Strongly supports Alan Musico. Brief discussion continued among members regarding current committee members.

 ***Commissioner McDaniel*** *moved to accept staff recommendation for the extension of the existing members [terms] as was recommended along with the adjustment to bylaws to expand the membership and bring back those who applied for due consideration in a future scheduled meeting.*

 **Councilwoman Middelstaedt** – confirmed that Victor Ordija is not returning to the committee after his term expires on May 31, 2020. His departure will create a vacancy.

 **Commissioner Saunders** – clarified the motion that it directed staff to increase membership on the committee and there was one position available. Suggested amending the motion to direct staff to amend bylaws to increase committee by one position, appointment applicant to position, and staff can take necessary action rather than waiting until May when Board meets again.

Brief discussion regarding size of committee, quorum requirements, consultation with County Attorney’s Office to expand bylaws, etc.

 ***Commissioner McDaniel’s*** *motion was amended to include directive to Executive Director and staff to amend bylaws to allow for an increase in committee members by one position, to allow staff to fill both positions, and to take any action that is necessary to resolve any vacancies prior to the Board’s next scheduled meeting.* ***Commissioner Solis*** *seconded.* ***Passed unanimously.***

# 10. PRESENTATIONS (MAY REQUIRE BOARD ACTION)

#  10.A. Transportation System Performance Report Update

# Ms. Otero – provided update on Transportation System Performance Report. First report for program. Required every 2 years. Introduced Wally Blaine with Tindall Oliver. Mr. Blaine – gave lengthy presentation via PowerPoint concerning TSPR including objectives, proposed timeline for completion, etc. 8-step process required by Federal government. Congestion Management Process (CMP) is initial step. 2017 CMP discusses highly congestive conditions compared against national examples. Step 1 recommends supporting LRTP, integrating Congestion Management Process, connect bike/ped facilities to existing and future transit stops, encouraging alternative modes of transportation, including movement of goods, and improving safety of transportation facilities. Objectives were approved and endorsed by committee. Step 2 is to define CMP network, review current and committed conditions (TIP) and estimation of traffic growth. Map shows existing plus committed projects. Steps 3 and 4 pertain to performance measures. Reviewed 2017 CMP performance measures and recommending additional measures to include in TSP and objectives are linked to CMP. Step 5 is analyzing recurring v. non-recurring congestion issues. Used traditional approach related to congestion – showed projections on displayed map. City of Naples wants lower standard for congestion when planning for roads. Newer approach relies upon speed-based results using sensors. Used map to demonstrate differences between speeds and time. Mentioned collaboration with School Board and addressing schools with high congestion areas. Will work with Congestion Management Committee (CMC) to gather data and incorporate it into future reports. Additional public outreach and to possibly arrange a virtual meeting based on current COVID-19 circumstances. Also commented on social media outreach successful campaigns with both news media and County Facebook page along with emails. Approximately 2700 surveys have been completed thus far. Concentration of largest participants is Golden Gate Estates area. Preliminary survey results indicate that seasonal traffic is highest concern. Survey question concerning alternative transportation results: 48.70% for public transportation; 50.99% for telecommuting; 46.11% for flexible hours outside of typical hours. Steps 6, 7, and 8, pertain to identifying congested areas, conducting studies at intersections in conjunction with LRTP, and evaluating strategies once they have become implemented.

# Commissioner Middelstaedt – acknowledged completing the survey and appreciated the content.

# Mr. Nandam – discussed alternative opportunities that could be a solution for transportation management including partnerships with bringing inter-modal solutions. Suggests bringing the Transit Development Plan (TDP) at the same time as the discussion on the LRTP. Also suggested using flexible funds to mitigate transportation funding prior to finalization of LRTP. FDOT staff develops strategic plans first within each District and identify strategies to bring transit as a potential solution for condition management. Look at pilot projects and engage with transit agencies, along with the MPO, so resources can be engaged.

# Commissioner Taylor – appreciates FDOT’s advocacy and explanation.

#  10.B. Update on 2045 Long Range Transportation Plan (LRTP)

# Ms. McLaughlin – gave update on LRTP using PowerPoint with tasks completed, external stations growth rate projections, schedule for developing model, next steps specifying consultants/technical reports/alternative 1 cost feasible network scenario. If additional model run is required, it would be due on April 15, 2020. It would be returned on May 1, 2020. Upcoming public meeting of Golden Gate Estates Area Community Association (GGEACA) scheduled for March 18, 2020 was canceled. No word yet on Immokalee Community Redevelopment Agency (CRA) meeting scheduled for March 18, 2020.

# Commissioner McDaniel – made motion earlier to cancel advisory committees despite specific due dates for certain projects. Queried about direction from FDOT regarding extension of timeframes to accommodate cancelation of meetings. Mr. Nandam – requirements are from FHWA. FDOT will be having conversations with representatives. Will keep Board apprised of the outcomes.

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#  10.C. Local Roads Safety Plan Update

# Ms. McLaughlin – gave update on LRSP. Focusing on reducing fatalities and serious injuries on highways and local public roads. Developing framework for public outreach and recommendations. Project team is coordinating with advisory committees. Brief discussion regarding staff efforts on different platforms for collecting data. Explained the “4 E’s” of transportation safety: (1) Engineering; (2) Education; (3) Enforcement; (4) Emergency Response.

# Commissioner Fiala – inquired about whether data from prior red light cameras (when they were in effect) was used or consulted when conducting investigations. Ms. McLaughlin – nationally, red light cameras were very effective in encouraging citizens to obey traffic laws. Not familiar with data on local roads. Commissioner McDaniel – constituent asked about red light cameras at recent citizen meeting he attended. Mentioned that Washington DC has them and acknowledged that privacy issues exist with using them but thought they should be explored. Mr. Teach – mentioned that Transportation Engineer did a presentation for Collier County when red light cameras were eliminated and that statistical data is probably available. Brief discussion ensued with Board members regarding issues with using cameras historically.

# 11. DISTRIBUTION ITEMS

#  11.A. Metropolitan Planning Organization Advisory Council (MPOAC) Legislative

# Newsletter(s)

# 12. MEMBER COMMENTS

# Commissioner Taylor – (1) would like report on developing and/or expanding transit network within Collier County. (2) Can transit be coordinated with Lee County. Additional comments regarding how to handle meetings with constituents and County employees (including handing out proclamations and awards) during COVID-19 crisis. Commissioner Saunders – County Commissioners said no further physical contact (i.e., shaking hands, bumping elbows, etc.). Also declined to hand out awards for the immediate future. Leaders should set the example for social distancing. Constituent meetings will be conducted via telephone now. No public events. Individual choice. Brief discussion among Board members regarding concerns involving personal meetings (i.e., church meetings, party, grocery store, etc.). Councilman Brechnitz – should listen to health professionals but should not shut down entire economy. Agree that it will get worse and compared current pandemic to flu. Commissioner Fiala – have rescheduled tours to prevent large gatherings. Commissioner McDaniel – agrees with Commissioner Saunders and it is a personal choice. County Fair and Cattle Drive are still moving forward.

# Commissioner Solis – inquired about proclamations and suggested that Gary Shirk should receive one for his term on the BPAC.

#  *Commissioner Solis moved to award a proclamation to retiring member Gary Shirk in appreciation for his term on the CAC. Commissioner Fiala seconded. Passed unanimously.*

# Councilman Hutchison – wished everyone health during this crisis and encouraged people to go out and support their local small businesses.

# Councilwoman Middelstaedt – Everglades City opened brand new visitor center at 207 Broadway South. Opening was February 1 and was very well attended. Good attendance until COVID-19 issue. Encourages people to attend the visitor center.

# 13. NEXT MEETING DATE

#  13.A. \*\* All future meetings have been canceled until further notice.

# 14. ADJOURN

#  Meeting was adjourned at approximately 11:15 a.m.