

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION  
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

**THURSDAY, JANUARY 18, 2018 – 3:30 P.M.**

**MEETING LOCATION:**

Citrus Transit Center  
1300 South Lecanto Highway  
Lecanto, FL 34461  
Call-In Telephone Number: (352) 527-7630, Extension 2

**AGENDA**

- A. CALL TO ORDER AND INTRODUCTIONS**
- B. ANNUAL ELECTION OF OFFICERS**
  - 1. Nomination and Election of 2018 BPAC Chairman
  - 2. Nomination and Election of 2018 BPAC Vice-Chairman
- C. REVIEW/APPROVAL OF MINUTES – OCTOBER 26, 2017**
- D. BIKEWAYS AND TRAILS MASTER PLAN – SCOPE KICK-OFF**
- E. INFORMATION ITEMS**
  - 1. Good Neighbor Trail (GNT) Update
  - 2. Coast to Coast Trail Update
- F. OTHER ISSUES / CITIZENS COMMENTS**
- G. NEXT MEETING** – The next BPAC meeting will be held on Thursday, April 19, 2018, beginning at 3:30 p.m., at the Hernando County Building Division Training Facility, 1661 Blaise Drive, Brooksville.
- H. ADJOURNMENT**

The meeting agenda and back-up materials are available online at: [www.hernandocitrusmpo.us](http://www.hernandocitrusmpo.us).

# AGENDA ITEM B

---

## **B. ANNUAL ELECTION OF OFFICERS**

Consistent with the Committee's Bylaws, it is appropriate at this time for the BPAC to nominate and elect its Chairman and Vice-Chairman for the 2018 calendar year.

### **1. Nomination and Election of 2018 BPAC Chairman**

***Staff Recommendation:*** *It is requested that the Committee nominate and elect a Chairman from Hernando County for the 2018 calendar year.*

### **2. Nomination and Election of 2018 BPAC Vice-Chairman**

***Staff Recommendation:*** *It is requested that the Committee nominate and elect a Vice-Chairman from Citrus County for the 2018 calendar year.*

## AGENDA ITEM C

---

### C. REVIEW/APPROVAL OF MINUTES – October 26, 2017

The minutes from the October 26, 2017, meeting of the Hernando/Citrus Bicycle/Pedestrian Advisory Committee (BPAC) are attached for review and approval.

Attachment: Meeting Minutes of October 26, 2017

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION  
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)  
Minutes of October 26, 2017 – 3:30 P.M.**

**DRAFT**

The Hernando/Citrus Metropolitan Planning Organization (MPO) Bicycle/Pedestrian Advisory Committee (BPAC) held a public meeting on October 26, 2017, beginning at 3:30 p.m., at Brooksville City Hall, 201 Howell Avenue, City Council Chambers, Brooksville, Florida. The meeting was advertised in the Tampa Bay Times and the Citrus Chronicle and the agenda was available online at: [www.hernandocitrusmpo.us](http://www.hernandocitrusmpo.us)

**MEMBERS PRESENT:**

James McLean, BPAC Chairman, Citrus County, Citizen-at-Large  
Bill Geiger, City of Brooksville, Alternate  
Michelle Tewell, Citrus County Sheriff's Department  
Sherry Bechtel, City of Inverness  
Jill Edwards, Hernando County School District  
Dennis Reiland, Citrus County, Citizen-at-Large  
Dennis Henize, Hernando County, Citizen-at-Large  
Francine Nobles, Citrus County Parks and Recreation  
Nicole Bell, Hernando County Parks and Recreation

**MEMBERS ABSENT:**

Chuck Dixon, Citrus County School District  
Steve Gouldman, City of Brooksville  
Scarlett Sharpe, Hernando County, Citizen-at-Large  
Steve Johnson, Hernando County Sheriff's Department

**OTHERS PRESENT:**

Dennis Dix, MPO Executive Director  
Carlene Riecss, Transportation Planner III  
Colleen Conko, Administrative Assistant II  
Jon Sewell, Kimley Horne and Associates, Inc.  
Christopher Speese, Florida Department of Transportation District Seven  
Mike Dolan, Main Street Brooksville  
Michael Bates, Citrus County Chronicle  
Ernie Lane, Hernando County Department of Public Works/Engineering

**CALL TO ORDER AND INTRODUCTIONS:**

Chairman McLean called the meeting to order at 3:30 p.m. Introductions were made. A quorum was declared.

Proofs of publications of the Notice of Public Meeting were entered into the record by Mr. Dix.

**REVIEW/APPROVAL OF MINUTES – July 20, 2017:**

Ms. Tewell noted that under members present, “City” County Sheriff’s Department should be “Citrus” County Sheriff’s Department.

*Motion: Ms. Tewell moved to approve the July 20, 2017, meeting minutes as amended. Ms. Bechtel seconded, and the motion passed unanimously.*

**FY 2019 – FY 2023 FDOT TENTATIVE FIVE-YEAR WORK PROGRAM:**

Mr. Dix introduced Mr. Christopher Speese of the Florida Department of Transportation (FDOT), District Seven.

Mr. Speese provided an overview of the FY 2019 – FY 2023 FDOT Tentative Five-Year Work Program.

Mr. Speese noted that project funding in the next five years will total \$240 million for Hernando County and \$90.5 million for Citrus County.

Mr. Speese report that the work program is available online at [www.d7wpph.com](http://www.d7wpph.com) for review and comment from October 23, 2017 to October 27, 2017.

Mr. Speese announced that there will be a Howard Frankland Bridge public hearing on Tuesday, November 14, 2017, in Tampa and in St. Petersburg on November 16, 2017.

Discussion ensued regarding the construction of the Howard Frankland Bridge and bicycle trail connections.

It was noted that the committee BPAC members were in concurrence to recommend the FY 2019 – FY 2023 FDOT Tentative Five-Year Work program to the MPO Board.

**FORT ISLAND TRAIL MULTI-USE TRAIL FEASIBILITY STUDY – Walk-On:**

Chairman McLean introduced Mr. Jon Sewell of Kimley Horne and Associates, Inc.

Mr. Sewell provided the BPAC with an update of the Fort Island Trail Feasibility Study.

Discussion ensued regarding connectivity to the Sun Trail System.

Discussion ensued regarding the Fort Island Trail.

**INFORMATION ITEMS:**

**Dunnellon Trail Connector Update**

Mr. Dix provided a brief overview of the Dunnellon Trail Connector update. He noted there was discussion between the Citrus County engineering staff and FDOT regarding different elements of the alignment proximate to US41 on the west side of the bridge. Mr. Dix stated alignment issues were resolved and now the project is ready for design.

**OTHER ISSUES/CITIZENS COMMENTS:**

It was noted that there was no public comment.

Mr. Reiland stated that he had asked Mr. Diez whether Hernando County was able to accept funds from Citizen Support Organizations (CSO) for trail maintenance. It was noted that Mr. Diez was not present at the meeting to answer his question.

Chairman McLean updated the committee regarding improvements that have been made to the Withlacoochee State Trail (WST).

Mr. Geiger thanked Mr. Speese for his presentation regarding the work program.

Discussion ensued regarding the repair of the WST.

**ADJOURNMENT AND NEXT MEETING:**

There being no further business to discuss, Chairman McLean adjourned the meeting at 4:39 p.m. It was announced that the next BPAC meeting is tentatively scheduled for January 18, 2018, beginning at 3:30 p.m., at the Citrus Transit Center, 1300 S. Lecanto Highway, Lecanto, Florida.

**The October 26, 2017, BPAC meeting minutes were approved on January 18, 2018.**

---

BPAC Chairperson

cvc

# AGENDA ITEM D

---

## D. BIKEWAYS AND TRAILS MASTER PLAN

### Trail Master Plan

Jennifer Bartlett with Tindale Oliver and Associates, Inc., MPO Consultant, has begun data collection as indicated in Task 1 and Task 2 of the Bikeways and Trails Master Plan Scope of Services. This will kick-off the process now that the Notice to Proceed has been issued.

Your input is critical to the success of the project as this plan is designed to guide the evolution of bikeways and trails in both Hernando and Citrus Counties. The project will require input from the BPAC and other individuals to achieve its goals. This scope is scheduled to be completed by June 2018.

***Recommendation:***     *Committee members review and comment on the elements of Task 1 and Task 2 of the study plan; and review deliverables to date from the consultant.*

Attachment:             Hernando/Citrus MPO Bikeways and Trails Master Plan Scope of Services

Hernando/Citrus MPO  
Bikeways and Trails Master Plan  
Scope of Services  
Sept 1, 2017 (Revised)

## Introduction

The Hernando/Citrus MPO is proposing to develop its first ever Bikeways and Trails Master Plan to guide the evolution of the trails and active transportation network in Hernando and Citrus Counties based on input and guidance provided by the MPO Committees. While multi-use trails have always been of primary importance in both counties, as evidenced by the Sun Coast Trail and the Withlacoochee State Trail, there currently is not a cohesive master plan guiding the planning and implementation of a comprehensive bicycle facility network. With the adoption of the 2014 SUNTrail policy, the State has taken a more active role in supporting the development of regional and ultimately a statewide network of trails that support quality of life and economic development. This convergence of interest makes the plan both very timely and important to ensure the local and regional networks developed reflect the interests of Citrus and Hernando counties as well as connections within the central Florida regions and statewide.

This Plan will be led by the MPO, and given the collaborative nature of multi-use trail development, will lay the groundwork for both a locally and regionally significant multi-use trail network while establishing the partnerships needed to continue the planning and implementation of the Bikeways and Trails Master Plan.

## Scope of Services

**Task 1: Project Management and Coordination** – The Consultant will be responsible for providing updates to the MPO Project Manager on all project management and coordination activities. This includes coordination with staff of the MPO, developing and updating the project schedule, and providing updates on progress with monthly status reports and bi-weekly phone calls.

### *Consultant Responsibilities:*

- 1.1- Project Schedule: Prepare and update a project milestone schedule for outlining task expectations for measuring progress and expectations.
- 1.2- Invoice and Status Report: Prepare monthly invoice and project status report, including documentation of what was accomplished during the current month and an expectation of the following month's planned activity.
- 1.3 Coordination calls: Bi-weekly coordination calls with MPO project manager to discuss project progress, upcoming activities and any unforeseen issues or challenges with maintaining the project schedule.

### *MPO Responsibilities:*



- Review and approve project schedule.
- Review and approve status reports and invoices.
- Discuss project progress with consultant on bi-weekly phone calls.

**Task 2: Community Outreach** – Building support for developing the Bikeways and Trails Master Plan will be a collaborative effort involving cyclists, representatives from the MPO’s advisory committees as well as local, regional, and statewide planning partners serving as a project advisory team.

*Consultant Responsibilities:*

- 2.1 Project website: The Consultant will send project related materials to the MPO for posting on the MPO website to provide information to the public on the status of the Master Plan update. A contact list of interested community members will be developed in order to keep interested parties updated about project progress
- 2.2 Project Advisory Team: In coordination with the MPO Project Manager, a project advisory team made up of Committee members, FDOT, City, and County staff, local interest groups, etc. will be assembled. The Consultant will prepare for and facilitate 3 in-person project review meetings. Expected outcomes from these meetings would be guidance on developing a vision and goals (outlined in Task 3), identification of needs, review of prioritization criteria and guidance on developing the Master Plan map. The Consultant will prepare agendas and summaries for the Project Advisory Team.
- 2.3 Project Briefings: MPO Board and BPAC Committees. Preparation of presentation and outreach materials for 2 rounds of project briefings to the MPO Board and the BPAC committee. The Consultant will develop materials for use by staff for presentation to the CAC and TAC as needed.
  - BPAC Committee: During the project kick-off/workshop session, the Consultant will review the scope and goals of the plan, engage committee members in a workshop/discussion of the plan vision, and identify areas of interest and concern to consider during the Master Plan development. A second briefing and/or workshop will be held prior to plan adoption.
  - MPO Board: The Consultant will present the scope and schedule during the first briefing to the Board. This first briefing will also include progress that has occurred through coordination with the Project Advisory Team and the Committee Briefing. The second briefing will be to present the draft final study for comments.
- 2.4 Workshops: 2 public workshops to gather input about facility needs (one each in Hernando County and Citrus County). The Consultant will be responsible for planning, facilitation and documentation of these workshops.
- 2.5 Meetings with Partner Agencies: Preparation and facilitation of up to 4 meetings with regional partner agencies (i.e.: FDOT, Ocala-Marion County TPO, Pasco County

MPO, Lake-Sumter MPO, Southwest Florida Water Management District, Office of Greenways and Trails/DEP, etc.). The goal of these meeting is to understand current and planned trails in adjacent counties, enhance long-term regional partnerships, and discuss regional trail connectivity to determine potential facilities, funding, and partnerships. Agencies will be determined by MPO Staff and Committee input.

- 2.6 Project Briefings: FDOT and/or Agency Staff. Present draft final plan to FDOT staff and/or County Staff. The Consultant will present the draft plan to agency staff to get feedback on top projects and the rest of the plan. The goal of the meeting is to build awareness of plan amongst staff that may play a role in implementation.

This approach can be taken with other agencies as identified by MPO Staff (optional task).

- 2.7 Interactive map: The Consultant will develop an interactive map to be used to supplement the workshops and gather feedback from a wider audience.
- 2.8 Summary Memorandum: This is a stand-alone summary of public involvement and coordination to be included in the document appendix. The outreach efforts will also be summarized for the final report.

*MPO Responsibilities:*

- Identify partner agency representatives
- Provide information on project contacts to Consultant.
- Coordinate all outreach dates, times and locations, including providing staff support at meetings.
- Review Summary Memorandum and provide comments.

**Task 3: Goals and Vision** - With the guidance of MPO staff and the Project Advisory Team, the Consultant will develop a vision and goals for the Bikeways and Trails Master Plan. This vision will be used as guidance during the creation of the plan. Affiliated goals will be developed that can be used to measure plan implementation progress after adoption. A review of bike and trail master plans will be conducted to identify best practices for review by the Project Advisory Team.

*Consultant Responsibilities:*

- 3.1- Develop Plan Vision and Goals: Using example master plans to identify best practice vision and goals and Advisory Team feedback, the Consultant will develop Guiding Principles.

*MPO Responsibilities:*

- Review and approve Plan goals and vision.

**Task 4: Gap Identification** - The purpose of this task is to understand the existing conditions related to bikeways and trails in Hernando and Citrus counties. This will guide the identification of facility needs and gaps in developing the master plan network.

*Consultant Responsibilities:*

- 4.1- Existing Conditions Review: Conduct a review of County documents including the Comprehensive Plan and other planning studies and reports related to trails. Document information that may impact the development of the Plan Update including such things as crash data, population and service area projections, school locations, transit stops, and existing and planned bicycle facilities. A series of maps will be developed depicting the following items.
  - Existing and planned population and employment areas
  - High crash areas
  - Destinations (employment centers, activity centers)
  - 2-mile radius to schools and trail facilities
  - Sidewalks and bike facilities that provide access to transit (within the FTA Catchment area)
  - Existing and planned off-road trails
  - Existing and planned on-road bicycle facilities
  - Composite conditions map
  - Identified gaps in bicycle and trail facilities
- 4.2- Regional Connectivity: Identification of connection opportunities with the Pasco County MPO, Lake-Sumter MPO, Ocala-Marion County TPO, Levy County and TBARTA through a review of transportation planning documents and maps. The Florida Office of Greenways and Trails maps will also be reviewed.
- 4.3 Field Review: The Consultant will spend time in each county documenting the gaps and opportunities related to existing trails in order to make recommendations regarding possible connections.
- 4.4 Operations Assessment: Research and document maintenance levels/activities, and budget for Hernando and Citrus County trails.
- 4.5 Task Summary: Review and summarize data collection efforts for inclusion in final report.

*MPO Responsibilities:*

- Provide current GIS data and planning documents to Consultant
- Review and approve gap identification
- Assist in identifying Trail user destinations
- Review Task Summary and provide comments

**Task 5: Develop Bikeways and Trails Toolbox** - The Master Plan will identify system users, develop facility types and review current trends such as bikeshare. It will also offer guidance on emerging trends and technologies.

*Consultant Responsibilities:*

- 5.1- Identify Users: The Consultant will identify users of the proposed system to better guide recommendations on facilities.
- 5.2- Develop list of facility types: The Consultant will develop a list of appropriate facility types.
- 5.3 Wayfinding Best Practices: Based on best practices, the Consultant will develop a general wayfinding strategy.
- 5.4 Trends and Case Studies: The Consultant will review trends and summarize relevant experience for use in developing the Plan.
- 5.5 Summarize for Report: The Consultant will develop a toolbox of facility types, wayfinding best practices and decision matrices that assists MPO staff in the on-going implementation of the Master Plan vision.

*MPO Responsibilities:*

- Provide guidance to consultant on identifying trail users.
- Review and comment on wayfinding strategy
- Assist consultant in identifying appropriate case studies for review.
- Review and approve Toolbox strategies.

**Task 6: Recommendations/Implementation Plan** - The Consultant will develop recommendations and an action plan to assist with the implementation of the Trails Bikeways and Master Plan.

*Consultant Responsibilities:*

- 6.1 Prioritization: The Consultant will develop a point-based matrix for the prioritizing of future trails using such criteria as population served, connectivity to existing infrastructure, trail type, cost, and others.
- 6.2 Top Ranked Priority Projects: Identification of top tier projects and secondary tier projects to consider as funding becomes available. Project description may include preliminary alignment, planning-level cost estimates (developed in Task 7), and issues and opportunities that may impact development. Funding sources for each of

the top-tier project will be identified.

- 6.3- Trail typical sections and design standards: Development of roadway/trail cross-sections to convey the trail types and configurations. Provide design standards (in text, graphics and details) of typical trail sections, including width, paving, trail crossings, clearances and signage. This will be in accordance with national and state guidance as well as the standards being developed for the Coast to Coast Trail.
- 6.4- Decision matrix. This tool will help identify which type of facility should be considered in a given location.
- 6.5- Trail maintenance and operation. If applicable, the consultant will provide recommendations on maintenance and operation activities.
- 6.6- Summarize for report. Review and summarize recommendations and implementation plan for inclusion in final report.

*MPO Responsibilities:*

- Review point-based matrix for prioritizing recommended projects
- Review application of prioritization and identification of top ranked priority projects.
- Review and comment on recommendations/implementation plan.
- Review Task Summary and provide comments

**Task 7: Develop Cost Estimates** – Based on available FDOT and Hernando and Citrus County cost information, the Consultant will develop planning level estimates for individual trail segments as well as a cost to implement the plan.

*Consultant Responsibilities:*

- 7.1- Develop planning level estimates: The Consultant will develop cost estimates for the primary alignments and a total plan cost based on FDOT per mile costs. This will be verified by comparison with current cost estimates from local agencies as available.

*MPO Responsibilities:*

- Review and comment on cost estimates.

**Task 8: Develop Funding Guidance** – The Consultant will use current resources to develop a list of funding sources that could be used to develop the Hernando and Citrus County trail systems.

*Consultant Responsibilities:*

- 8.1- Funding Guidance: The Consultant will develop general funding guidance to assist with implementation of the Plan.

*MPO Responsibilities:*

- Review and comment on funding sources.

**Task 9: Performance Measures** - The Consultant will develop performance measures, based on current best practices and the identified goals to help measure plan

implementation progress.

#### *Consultant Responsibilities*

- 9.1- Performance measures: Using MPO Staff and Committee guidance, the Consultant will review MAP-21 performance measures and other agency plans to identify best practices to develop applicable performance measures.

#### *MPO Responsibilities:*

- Review and comment on Performance Measures.

**Task 10: Master Plan Update Report** - The Consultant will develop the Bikeways and Trails Master Plan Report and Executive Summary. Draft versions of the chapters and/or report will be submitted to MPO staff for review and comment. Five hard copies of the final Master Plan report and 20 hard copies of the Executive Summary will be provided

#### *Consultant Responsibilities*

- 10.1- Final Report: The Master Plan Update will include at minimum the following:

- Introduction
- Review of the Planning Process
- Needs assessment
- Development of a facility toolbox
- Performance measures
- Recommendations that can be incorporated into future LRTP updates.
- Cost estimates that can be incorporated into future LRTP updates.

- 10.2- Executive Summary: A separate Executive Summary will be created to present the Master Plan's goals and recommendations in a manner that allows the County to use the document for information and promotional purposes. The Executive Summary will contain final plan maps for Hernando and Citrus Counties and a priority list of projects.

#### *MPO Responsibilities:*

- Review and comment on draft and final reports

## **Deliverables**

Files produced through this scope of services will be provided to the MPO in the appropriate native file formats as well as PDF file formats for reproduction. Native file formats will consist of Microsoft file formats including Word, Excel, PowerPoint, and Publisher, as well as ArcGIS for project maps.

## **Schedule**

The final delivery date for completing the activities listed in this scope of services is anticipated to be June 30, 2018. Changes to this date will require MPO approval.

### **Budget**

The person-hour estimate of time to complete the work outlined in this scope of services is included as Attachment A.

## Potential Table of Contents:

### **Project Purpose**

Vision  
Purpose  
Policy  
The future of bicycling in Hernando and Citrus Counties

### **Recent Planning Efforts**

Review of plans  
    Hernando/Citrus  
    Ocala Marion  
    Sumter  
    Pasco  
    TBARTA  
    SUNTrail

### **Facility Toolbox**

Users (bicycle, tricycle, recumbent, cargo bike, mobility devices, etc. and a discussion of the needs of each)  
Facility Types  
Crossing types  
Trends

### **Existing Conditions**

Existing Facilities  
Field photo inventory  
Worst bicycling locations as identified by committee, workshop and community feedback (optional)

### **Analysis/Gaps**

GIS Maps – Existing and planned facilities  
Population/employment demand  
High crash areas  
Access to destinations (Schools, recreation, trails, employment centers)  
Facility access to transit  
Composite

### **Recommendations**

Priority Projects – maps of each project, list of top 3-5, and tiers, planning level cost estimates  
Prioritization Criteria  
Projects:



Bicycle (maps, list)  
Multi-use Trails (maps, list)  
Composite (maps, list)  
Complete Streets (as identified in Complete Streets Study/CMP currently underway)  
Typical sections (rendered)  
Performance measures (or are we achieving our goals)

### **General funding guidance**

Local  
State  
Federal

### **Collaboration**

Meeting Summary  
Ocala-Marion County TPO  
Lake-Sumter MPO  
Pasco County MPO  
FDOT  
Citrus County Public Works, Parks and Recreation  
Hernando County Public Works, Parks and Recreation  
Local groups (TBD)

Collaboration process (or how to continue to make progress)

### **Appendices:**

- List of Design Resources
- Public Outreach Summary
- Typical sections (Engineering) (optional)
- Per Mile Costs (generic, FDOT)
- List of funding sources (spreadsheet)
- Decision matrix
- FDOT Trails Maintenance Agreement

### **Executive Summary**

- Project summary
- Priority Project Maps

# AGENDA ITEM E

---

## E. INFORMATION ITEMS

### 1. GNT Update

As the Good Neighbor Trail moves toward completion by mid-2019, a grand opening celebration is being planned for October of 2019. This event will be in conjunction with a planned two-day festival in Brooksville.

### 2. Coast to Coast Trail Update

FDOT is moving forward with production of the section in Hernando County along SR50. Some Right-of-Way (ROW) is being purchased in 2019/20 with construction to follow in 2022.

The inaugural Florida Coast to Coast Relay (Run Event) is also being planned in May of 2018.