

Environmental Program Performance Management



Florida Department of Agriculture and Consumer Services (FDACS)/ FDOT Central Environmental Management Office (CEMO) Annual ETDM Program Review Meeting Notes

Meeting Date and Location

February 08, 2006
2 PM
at
URS Corporation Southern
1625 Summit Lake Drive
Tallahassee Florida 32317

Meeting Attendees

Buddy Cunill - FDOT
Carl McMurray - FDOT
Mary Harger - FDOT
Peter McGilvray - FDOT
Dennis Hardin - FDACS
Jordan Smith - URS
Roosevelt Petithomme - URS

□ Purpose and Overview of the Annual Review Meeting

The purpose of the meeting was to discuss the relationship and coordination efforts between the Florida Department of Agriculture and Consumer Services (FDACS), Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT) before and after the implementation of the Efficient Transportation Decision Making (ETDM) process.

□ Business Relations and Processes Before ETDM

The Florida Department of Agriculture and Consumer Services is divided into several Divisions, two of which are Forestry and Aquaculture. The Division of Forestry is only involved in projects that impact State Forests. The Division of Aquaculture examines only bridge projects and then determines whether the bridges impact Shellfish Harvest Areas and/or shellfish resources (oysters, clams, scallops or mussels) that might be harvestable if management boundaries were altered. Historically, all involvement has been on a project basis and was highly variable. Historically, FDACS would learn about projects late in the Project Development and Environment (PD&E) or Design phase from a number of sources including other agencies, rumors, late request for surveys for wetlands or endangered species and the State clearinghouse letters or Advance Notifications (AN). This typically resulted in late involvement with projects. Typically, FDACS would not receive notification of a project until the PD&E phase or later. FDACS typically reviewed 2 projects per year; however, there has never been a single point of contact for FDOT projects within the agency. Dennis Hardin volunteered to review FDOT projects as a means of bringing order to the process. Some of the PD&E projects have required long term involvement (eg, State Road 40). For projects that did not require long term involvement, FDOT and FDACS traditionally would only communicate when a conflict arose. The process was inefficient and characterized by late notices and

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subsequently late involvement. FDACS has not had any direct involvement with the MPO process and has never been involved in the transportation planning phase of projects.

□ Business Relations and Processes After ETDM

Organizationally, FDACS has not changed; however, since the implementation of ETDM, FDACS has been receiving project notifications via email in addition to ANs. It is FDOT's goal that the advance notifications will eventually be replaced by email notifications via the EST. FDOT and FDACS have agreed to work together to streamline the notification process by digitizing state forest land boundaries and identifying bridges that are in close proximity to FDACS jurisdictional areas to optimize FDACS's participation. This will result in FDACS only receiving notifications on projects that effect state forest land and bridges. A position in the Division of Aquaculture has been assigned as a state-wide ETAT member/reviewer. As a means of facilitating this position the FDACS has purchased a computer for this position using ETDM funds. This computer will be inventoried by FDACS and purchase receipts will be provided to FDOT in accordance with the new Tangible Personal Property regulations detailed in Exhibit A of FDACS first generation agreement amendment. FDACS is currently wiring for computer usage at a remote field office in South Florida to facilitate project reviews from that location. There are also four other FDACS reviewers participating in the program on a part-time basis. This will necessitate more training in ETDM and the EST. FDACS has not reviewed any projects that impact their lands with the ETDM process; however there has been communication between the agency and FDOT involving the ETDM program and process. To date FDACS spends approximately 10 hours per month reviewing FDOT projects. Use of GIS data for boundary development and notifications will improve future involvement. The ETDM process has greatly increased the level of involvement and coordination on FDOT projects. This greater level of involvement and communication has greatly improved the working relationship and trust between FDACS and FDOT.

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□ Discussion of Performance Measures in EST

Buddy Cunill led the discussion on performance measures. Buddy presented the performance measures information included in the FDACS review packet. The packet provides a sample of the forms that will be used to evaluate Environmental Transportation Advisory Team (ETAT) agencies during Phase II of the Performance Management System. The following forms were presented for sample purposes:

- **ETAT Agency Surveys** are qualitative assessments of an ETAT agency's comments. This survey considers the value added by the ETAT comments and the comprehensiveness of the comments. Additional considerations are an ETAT agencies level of responsiveness and recommendations to address identified impacts, such as technical reports or mitigation and or elimination strategies.
- **ETAT Agency Participation Review Tables** are designed to provide a comparative assessment of the ETAT agencies based upon their participation from the time the agencies received their Notice to Proceed (NTP). The table provides a Highlight Table Section that is designed to highlight extraordinary accomplishments and pin point any areas of concern, such as an excessive number of non-jurisdictional comments
- **Quarterly Project Reports** are an important component to measure agency involvement and effectiveness within the ETDM process. The project reports include accomplishments made during the period in different categories such as administration, coordination, and project reviews.
- **Program Review Form** consists of a list of projects reviewed during the Planning and Programming Screens and are entered into the Program Review form that provides an excellent project summary tool for the agencies and FDOT.

□ Contract Management Discussion

FDACS agreed to budget \$3000.00 for travel in developing the second generation funding agreement which, was proposed for 3 years, but will be for 5 years. The second generation funding agreement will be coordinated and reviewed via the new online agreement system that has been established by FDOT and URS Corporation. The web address for the agreement website is: <http://etdmprocess.urs-tally.com/> the user name is *etdmprocess* and the password is *etdm*.

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□ Recommendations

- FDOT will arrange the EST notification process so that FDACS only receives projects that involve its lands or areas of jurisdiction (Peter McGilvray and Paul Zajice)
- ETAT members will be encouraged to attend training and district meetings

□ Benefits of ETDM

- Streamlining (ETDM) allows for early involvement and notification of FDOT projects
- ETDM brings agencies together to address issues upfront
- Increased communication and coordination between FDOT and FDACS

□ Annual Report Additions and Expansions

- Who received the notifications
- How many staff (please provide staff names) are involved and how are they allocated after the implementation of ETDM

□ Conclusion

FDACS is looking forward to continuing their involvement in the ETDM process and has established the budget for the second generation funding agreement. Dennis Hardin commended FDOT for creating such a tremendous program. The ETDM program is quickly becoming a model for other states in establishing their streamlining programs.