

Meeting Minutes

Project Name:	Cotee River Trail – Phase I Feasibility Study	Meeting Date:	5/17/2019
Project Nos.	60606668	Meeting Time:	10:00 AM
Subject/Purpose:	Project Kick-Off Meeting/Site Visit		
Meeting Location:	West Pasco Government Center 8731 Citizens Drive New Port Richey, FL 34654		

A kick-off meeting was held to review the project scope and deliverables. A list of attendees is included as an attachment to these minutes.

Following is a summary of the items discussed:

- There have been 2 previous studies completed looking at a connection across US 19 at the Cotee River.
- The scope was originally much broader but has been narrowed to focus only on the underpass and a connection to the existing/future pedestrian network.
- The study is being funded equally by Port Richey, New Port Richey, and Pasco County. Mary Helen Duke of Pasco County Planning will be the PM.
- All invoicing shall be directed to Mary Helen first. She will review and then route to Debbie Boulduc for processing.
- It was noted that the County currently has an incentive plan for R/W acquisition to help avoid the need for eminent domain. This has been used successfully on previous sidewalk projects.
- We are aiming to complete the project in 6 months (early November). Tentative dates were discussed, and the schedule will be finalized as meeting dates are confirmed.
- There are some lands within the study area where ownership is unknown according to the Pasco County Property Appraiser. It appears some of these may be public R/W or areas that are being maintained by a municipality. The City of Port Richey noted that they currently maintain both Bridge Street and Baylea Avenue. It was suggested that the City of Port Richey consider creating a maintenance map that would allow for future improvements. AECOM requested any information that would assist identifying whether there might be potential for locating the proposed connector.
- Planning is currently on the second phase of its wayfinding project.
- There may be some complicated issues regarding the R/W ownership in the area.
- A bathymetric survey along with a sea grass/oyster survey might be useful to the project.
- The stakeholder meeting will be scheduled during the week of June 11th.
 - Jurisdictions will need to let Mary Helen know who they want to be included.
- There was some concern about potential bike/boat/trail user conflicts.

Action Items

- County to provide US 19 right-of-way information.
- County to identify preferred Stakeholder meeting date from June 11-13.
- City of Port Richey to provide documentation for any owned/maintained R/W within project limits.



Cotee River Trail – Phase I Feasibility Study



KICK-OFF MEETING – Friday, May 17, 2019 10 am – 1:30 pm Conference Room A, Suite 320, Planning & Development Department, West Pasco Government Center, 8731 Citizens Drive, New Port Richey, FL 34654

NAME	EMAIL ADDRESS	COMPLETE ADDRESS/CITY/ZIP	PHONE NUMBER	ORGANIZATION/ BUSINESS
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via Conference Call				
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NAME	EMAIL ADDRESS	COMPLETE ADDRESS/CITY/ZIP	PHONE NUMBER	ORGANIZATION/ BUSINESS
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