

Florida MPO Advisory Council
Meeting of the Staff Directors' Advisory Committee
April 28, 2016
Meeting Minutes

STAFF DIRECTORS IN ATTENDANCE:

Peter Buchwald, Chair, St. Lucie TPO
Greg Stuart, Vice Chair, Broward MPO
Bob Herrington, Charlotte County-Punta Gorda MPO
Anne McLaughlin, Collier MPO
Mary Beth Washnock, Florida-Alabama, Okaloosa-Walton, Bay County TPOs
Michael Escalante, Gainesville, MTPO
Sherry Carver, Heartland Regional TPO
Beth Alden, Hillsborough MPO
Phil Matson, Indian River MPO
T.J. Fish, Lake-Sumter MPO
Donald Scott, Lee County MPO
Alice Bojanowski, Martin MPO
Harold Barley, MetroPlan Orlando
Aileen Bouclé, Miami-Dade MPO
Denise Bunnewith, North Florida TPO
Greg Slay, Ocala/Marion TPO
Nick Uhren, Palm Beach MPO
Whit Blanton, Pinellas MPO
Ronnie Blackshear, Polk TPO
Lois Bollenback, River to Sea TPO
David Hutchinson, Sarasota/Manatee MPO
Bob Kamm, Space Coast TPO

OTHERS IN ATTENDANCE:

Brigitte Messina, MPOAC
Carl Mikyska, MPOAC
Paul Gougelman, MPOAC
Jeff Kramer, CUTR
Alex Carroll, CUTR
Karen Brunelle, FHWA
Lee Ann Jacobs, FHWA
Sean Santalla, FDOT Policy Planning
Carmen Monroy, FDOT Policy Planning
Jamil Gutierrez, FDOT District 5
David Cooke, FDOT District 5

Kellie Smith, FDOT District 5
Mary Schoelzel, FDOT District 5
Carol Scott, Florida's Turnpike Enterprise
Hal Beardall, FCRC Consensus Center
Bob Jones, FCRC Consensus Center
Bill Dozier, Bay County TPO
Bryan Caletka, Broward MPO
Eric Hill, MetroPlan Orlando
Elizabeth Whitton, MetroPlan Orlando
Gary Huttman, MetroPlan Orlando
Carlos Roa, Miami-Dade MPO
Rob Cursey, Tindale Oliver
Bob Wallace, Tindale Oliver
Ned Baier, Jacobs Engineering
Gus Schmidt, TY Lin International
Richard Perrin, TY Lin International

1. CALL TO ORDER

Mr. Peter Buchwald, Chair, St. Lucie TPO, called the meeting to order at 12:11 PM. The Chair welcomed those in attendance and self-introductions were made. All stood for the Pledge of Allegiance.

2. APPROVAL OF MINUTES

Mr. Greg Stuart, Vice Chair, Broward MPO, moved to approve the minutes of the October 2015 Staff Directors' Advisory Committee Meeting and the January 28 joint meetings of the MPOAC Governing Board and Staff Directors' Advisory Committee. Bob Herrington, Charlotte County-Punta Gorda MPO, seconded the motion. The motion carried unanimously.

3. PUBLIC COMMENTS

No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT

A. BUDGET REPORT

Mr. Carl Mikyska, MPOAC Executive Director, reported on the MPOAC budget. During the 3rd quarter (January 1 – March 31, 2016), approximately \$153,129 was spent, roughly 29% of the total \$532,048 budget. So far, the MPOAC is operating below budget for the year.

B. FLORIDA LEGISLATIVE UPDATE

Mr. Mikyska provided a legislative update and summarized four bills that passed that are of primary interest to the members:

- HB7061 Transportation
 - Authorizes a minimum of \$25 million per year for the Florida Seaport Transportation and Economic Development Program.
 - Transfers ownership of the Pinellas Bayway System from FDOT to the Florida Turnpike.
 - Establishes the Seaport Security Advisory Committee.
 - Changes the maximum population for eligibility in the Small County Outreach Program (SCOP) from 150,000 to 170,000.
 - Establishes Chloe's Law, which requires FDOT to install roadside barriers to shield certain bodies of water where deaths have occurred due to drowning. The law is somewhat flexible in that it authorizes engineers to determine the best solution for improving safety at these locations.
 - Makes several statutory changes to the operation and regulation of autonomous vehicles. Allows drivers of autonomous vehicles operating in fully autonomous mode to use television-like receiving devices such as cell phones. Also requires MPOs to include consideration of automated vehicles in their long range transportation plans.
 - Requires FDOT to study Driver-Assistive Truck Platooning Technology, which helps commercial trucks increase fuel efficiency by following closely behind each other and reducing wind resistance. This study would be conducted in a controlled environment and not in general traffic.
 - Establishes a definition of commercial megacycles and allows local governments to regulate them. Commercial megacycles are exempt from Florida open container laws.
- HB7027 Transportation
 - Contains many provisions that are identical to those contained in HB7061.
 - Authorizes FDOT to assume federal responsibilities associated with the NEPA (environmental) review process.
 - Grants the Florida Legislative Budget Commission approval authority for work program amendments that exceed \$3 million and add a project or phase.
 - Establishes the FDOT Financing Corporation, which enables FDOT to fund projects by issuing bonds and refinancing existing projects. This will allow projects to advance several years. The bill also includes provisions for a Board of Directors, membership and organization, and powers and duties of the organization.

- HB1361 Growth Management
 - Reduces the threshold for sector plans from 15,000 to 5,000 acres.
 - Allows local governments to approve land use changes to “essentially built out” developments as long as there is no net increase in impacts to public facilities.
- SB416 Utilities
 - Shifts the cost of relocation of utilities within the right-of-way from the utility company to the local municipal government.

Mr. Mikyska also provided an update on an attempt by the Florida Board of Professional Engineers (FBPE) to define “traffic engineering.” The FBPE withdrew the definition after receiving several opposition letters from the MPOAC and other organizations and is no longer pursuing a definition. This may be due to case law from North Carolina where dentists were prohibited from defining who could perform teeth whitening.

Discussion ensued amongst the members regarding the legislative update. A member asked what source FDOT uses in determining population for the Small County Outreach Program. Carmen Monroy, Director, FDOT Office of Policy Planning, believes FDOT uses population data from the Bureau of Economic and Business Research (BEBR), but will confirm this and report back to the members. Ms. Monroy and Jeff Kramer, CUTR also clarified that the threshold was not temporary and would continue indefinitely unless changed in statute. Another member inquired about the fiscal impact of the utilities bill to local governments. Mr. Mikyska responded by stating that he would distribute the cost impact analysis to the members within the coming days.

Mr. Mikyska also elaborated on the provision requiring Florida Legislative Budget Commission approval of certain changes to the FDOT Work Program. He noted that this was a legislative staff initiative and that it could be challenging to implement based on how often the Commission meets.

5. AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mr. Sean Santalla, FDOT Office of Policy Planning, updated the members on the activities of the FDOT and brought forward topics of interest to the MPOs.

- Performance Summit for Transportation Partners
 - The Performance Summit for Transportation Partners is coming up in May. The summit is comprised of several topical webinars of about 90 minutes each. This is an opportunity for MPOs to weigh in on the discussion of performance measures. Mr. Santalla encouraged the members to register and

participate in the summit. More information can be found at <http://www.dot.state.fl.us/planning/performance/summit/>.

- Legislative Update
 - Mr. Santalla reviewed recent state legislation related to autonomous vehicles. HB 7027 requires that MPOs and FDOT consider advances in vehicle technology when developing their respective long-range transportation plans and the Strategic Intermodal System Plan. Provisions of the bill take effect on July 1, 2016. FDOT is currently working with its partners to develop statewide guidance for complying with the new law.

- Statewide Revenue Forecast
 - Updates to the Statewide Revenue Forecast are required every five years, and the next update is due in 2018. FDOT is beginning to move forward with the forecasting process and is working with the MPOAC to agree upon a methodology. The tentative schedule includes development of the Revenue Forecast Guidebook throughout the month of May and an initial discussion with the October 2016 MPOAC meeting. FDOT plans to begin developing the revenue forecast in January 2018 and release the final version by June 2018.

- Repurposing Old Federal Earmarks
 - Per the Fixing America's Surface Transportation (FAST) Act, the state has the authority to repurpose any earmark that was:
 - Designated on or before September 30, 2005;
 - Is less than 10% obligated; or
 - Has been completed and closed with remaining unobligated funds on the earmark.
 - Repurposed federal earmarks must be obligated on a new or existing project in the state within 50 miles of the original earmark designation, and the project must otherwise be eligible under the Surface Transportation Block Grant Program. The Florida DOT will consult with MPOs and other local governments within the geographic boundary of each earmark before making any decisions to repurpose the funds. The amount of unobligated earmarks totals over \$112 million, though only \$52 million of obligation authority is available for this purpose. An FDOT implementation guidance document and a list of projects was distributed to FDOT staff on April 1, 2016 to share with MPOs, local governments, and other interested parties.

- SUNTrail Network
 - The purpose of the SUNTrail Network is to develop a statewide system of paved non-motorized trails as a component of the Florida Greenways and

Trails System. It receives \$25 million annually from new vehicle tag revenues. The public comment period concluded on March 25, 2016.

- There is a tiered structure for program funding selection. The Coast-to-Coast Connector was selected as the Top Regional Trail System. The St. Johns River to the Sea Loop was selected as the Second Regional Trail System. Funding will also be available for individual trails, though the individual trail category is still being developed. FDOT Central Office is finalizing the eligibility criteria for the individual trail category and will be selecting projects to include in the tentative FDOT Work Program this summer. More information can be obtained by contacting Robin Birdsong, SUNTrail Program Manager, at 850-414-4922 or Robin.Birdsong@dot.state.fl.us. Updates can also be found at www.FloridaSunTrail.com.
 - Mr. Mikyska thanked the members for promoting their projects and reminded them that projects must have maintenance agreements in place to be considered for funding.
- Nonmotorized Transportation Count Data Collection
 - The FDOT Statistics Office is working with a number of partners to collect data on nonmotorized transportation traffic. The intent is to collect bicycle and pedestrian counts statewide and to develop a standard methodology for counting nonmotorized transportation users. FDOT will be sharing the data and methodology with other agencies and stakeholders who wish to better understand how the bicycle and pedestrian network is used. The team is currently performing a literature review and conducting stakeholder workshops. A final report with results of the pilot test is expected to be completed by December 2016. For any questions, members can contact Chris Francis at Chris.Francis@dot.state.fl.us.

B. FEDERAL HIGHWAY ADMINISTRATION

Ms. Lee Ann Jacobs, Planning Team Leader, Office of Project Development at the Federal Highway Administration (FHWA) Florida Division Office, presented a variety of items of interest to the members.

Ms. Jacobs began by thanking those who provided information on projects for the Statewide and MPO Pedestrian and Bicycle Plan Assessment. She noted that three projects were submitted to FHWA headquarters as examples of successful linkages between statewide and MPO plans and policies in improving bicycle and pedestrian network connections: the Orlando Pine Hills Trail, the Cross Florida Greenway Trail, and the Amelia Island Parkway. Any projects that were not selected this year may be considered for the next assessment.

Ms. Jacobs announced that Shakira Crandall is transferring to a position with FHWA headquarters in Washington, D.C. Danielle Coles, who is currently with the Michigan Division, will be joining the Florida Division staff in June.

Ms. Jacobs notified the members that FHWA Florida Division will be hosting an open house at their new offices on June 21, 2016. More details will be provided at a later date.

Ms. Jacobs then discussed some funding opportunities:

- FHWA announced \$60 million in grants for advanced transportation and congestion management technologies. This will fund cutting-edge technologies that will improve transportation safety, efficiency, system performance, infrastructure return on investment, and enhanced use of existing capacity. The new program – Advanced Transportation and Congestion Management Technologies Deployment Program (ATCMTD) – is aimed at addressing concerns outlined in *Beyond Traffic*, the USDOT report issued last year that examines the challenges facing America’s transportation infrastructure over the next three decades, such as growing population and increasing traffic. Applications can be submitted through www.grants.gov, and the deadline is June 3.
- Applications are now being accepted for the Strategic Highway Research Program (SHRP2) Implementation Assistance Program (IAP) for *PlanWorks: Better Planning. Better Projects*. FHWA is looking for innovating applications that address the following emerging issues:
 - Addressing Ladders of Opportunity;
 - Addressing connected pedestrian and bicycle networks;
 - Strengthening planning and environmental linkages;
 - Addressing greenhouse gas emissions;
 - Enhancing performance-based planning and programming;
 - Strengthening collaboration related to multi-modal freight planning; or
 - Incorporation of advanced data collection and modeling into a decision-making process.

Applications must be submitted through <http://www.fhwa.dot.gov/goshrp2/> by April 29.

- FHWA announced \$15 million in grants under a new program to test alternative revenue mechanisms to help sustain the long-term solvency of the Highway Trust Fund. The Surface Transportation System Funding Alternatives (STSFA) program will fund projects to test the design, implementation, and acceptance of user-based alternative revenue mechanisms. Applications may be submitted through www.grants.gov, and the deadline is May 20.
- FHWA is soliciting pilot proposals for green infrastructure for coastal highway resilience. State Departments of Transportation, Metropolitan Planning Organizations, Federal Land Management Agencies, and Tribes are eligible to apply for funding to perform pilot assessments of green infrastructure techniques for

protecting coastal highways against sea level rise and storm surge. Coastal green infrastructure includes dunes, wetlands, living shorelines, oyster reefs, beaches, and artificial reefs. Eligible projects are those that analyze the feasibility of a green infrastructure solution to protect a coastal roadway section or bridge. It is anticipated that 2 to 4 applied research projects will be selected and funded at approximately \$50,000 to \$100,000 each, with a matching requirement of at least a 20% non-federal share, 50% non-federal share preferred. In-kind contributions may count as match. Informational webinars will be held on May 10 and May 19. Proposals are due to FHWA Division offices on May 25.

A member asked if any applications were submitted from Florida for FASTLANE or TIGER grant funding. Carmen Monroy from FDOT will find out and follow up with the members.

Ms. Karen Brunelle, Director, Office of Project Development at the Federal Highway Administration (FHWA) Florida Division Office, also presented a variety of items.

USDOT Secretary Anthony Foxx launched a national conversation called “Bridging the Divide” about how transportation infrastructure can better connect people and communities to opportunity. Secretary Foxx laid out three key principles central to achieving this goal:

1. Transportation connects people to opportunity and can invigorate opportunity within communities. To the greatest extent possible, we should support transportation projects that do both;
2. While we cannot change the past, we can ensure that current and future projects connect and strengthen communities, including areas that have, in the past, been on the wrong side of transportation decisions; and
3. Transportation facilities should be built by, for, and with the communities impacted by them. Development of transportation facilities should meaningfully reflect and incorporate the input of all the people and communities.

USDOT is asking for MPOs and other agencies to share specific examples of how their work is connecting people to opportunity and/or improving communities by emailing opportunity@dot.gov. More information about DOT’s Ladders of Opportunities initiatives can be found at www.transportation.gov/opportunity.

Ms. Brunelle then presented on the Fixing America's Surface Transportation (FAST) Act. FHWA has 34 fact sheets on its website – one for each of the different program areas including metropolitan planning. FHWA also recently released guidance for the selection of critical urban freight corridors and critical rural freight corridors.

FHWA is requesting public comment on a draft national transportation implementation review survey. The comment period ends April 29.

On April 22, 2016 the FHWA published a Notice of Proposed Rulemaking (NPRM) to propose national performance management measure regulations to assess the performance of the National Highway System, Freight Movement on the Interstate System, and the Congestion Mitigation and Air Quality Improvement Program. The comment period closes on August 20, 2016. The planning regulations are anticipated to be issued as final in May 2016 and bridge performance measures and highway asset management plan final rules are anticipated to be published in October 2016. Carl Mikyska, MPOAC Executive Director, confirmed that the MPOAC will be submitting comments on the NPRM and that a draft document will be ready for discussion at the July MPOAC meeting.

Ms. Brunelle then provided an overview of the Highway Safety Improvement Program (HSIP) and Safety Performance Management Measures Final Rules.

- The HSIP is one of the core Federal-aid programs. Its purpose is to achieve a significant reduction in fatalities and serious injuries on all public roads, and it receives a \$2.5 billion annual apportionment. The final rule requires the State to update the Strategic Highway Safety Plan (SHSP) every five years. FDOT is working on an update right now. The HSIP also integrates performance measurement targets. The targets are based on the calendar year and apply to all public roads.
- The Safety Performance Measures Final Rule includes five performance measures, including number of fatalities, rate of fatalities per 100 million VMT, number of serious injuries, rate of serious injuries per 100 million VMT, and number of non-motorized fatalities and non-motorized serious injuries. Five-year rolling averages will be used to set baselines for each of these measures. The rule institutes a process for State DOTs and MPOs to establish and report on their targets and for FHWA to assess whether a State has met their targets or made significant progress toward meeting their targets.
- States must submit annual targets as part of the August 2017 annual HSIP report. Targets must be identical to National Highway Traffic Safety Administration (NHTSA) Highway Safety Plan (HSP) targets for three measures: number of fatalities, rate of fatalities, and number of serious injuries. States may establish additional targets, but they will not be included in FHWA's assessment.
- MPOs must establish targets 180 days after the State establishes its targets. The first deadline for establishing targets is February 27, 2018. MPOs can either agree to support the State DOT target or establish a numerical target specific to the MPO planning area. MPO targets will apply to all public roads. MPO targets are reported to the State DOT and must be available to FHWA, if requested.
- In order for State DOTs to be considered as having met or made significant process toward meeting performance targets, four out of five targets must be better or equal to the established baseline.
- The HSIP and Safety PM Final Rules and the NPRM documents can be found at the following links: <http://www.regulations.gov/#!docketDetail;D=FHWA-2013-0019> and

<http://www.regulations.gov/#!docketDetail;D=FHWA-2013-0020>. The new rules are effective April 14, 2016.

A member asked when MPOs need to start preparing for the new performance measures and targets. Carmen Monroy, FDOT, noted that the Performance Summit will kick off the conversation, and the new performance measures can be discussed more thoroughly at the October MPOAC meetings. One member noted that MPOs should start thinking early about staffing and other resources in preparation for the new measures. A discussion ensued among the members, FDOT, and FHWA regarding the motivation for establishing performance measures and the potential implications and challenges associated with them. Paul Gougelman, MPOAC General Counsel, inquired about any incentives or penalties associated with meeting or failing to meet performance targets. Ms. Brunelle noted that she is unaware of any incentives for meeting or exceeding targets. However, any state that fails to meet their established performance targets must create an implementation plan.

6. BUSINESS ITEMS & PRESENTATIONS

Various action items and topics for discussion were presented. Peter Buchwald, Chair, St. Lucie TPO, noted that item 6G: Update of the Strategic Highway Safety Plan was removed from the agenda.

A. MPOAC BIKE & PEDESTRIAN WORKING GROUP

Mr. Mikyska thanked Nick Uhren, Palm Beach MPO, for introducing the idea of an MPOAC Bicycle and Pedestrian Working Group. Mr. Uhren noted that Palm Beach MPO is the recipient of an FHWA grant for a bicycle/pedestrian traffic count. Data collection has been challenging, so it will be useful to know what the state's investment in this data collection effort is going to look like. It is important for the MPOs to collaborate in that exercise and share their own experiences to the benefit of all.

The purpose of the proposed MPOAC Bicycle Pedestrian Working Group would be to:

- Improve safety;
- Create a forum for exchanging ideas, best practices, and developing a network of bicycle/pedestrian professionals;
- Provide knowledge-exchange benefit to smaller-staffed MPOs;
- Review the state of bicycle and pedestrian planning;
- Develop outreach techniques to local communities to develop partnerships; and
- Partner with FDOT district bicycle and pedestrian staff.

Mr. Mikyska asked the members to recommend approval to the Governing Board to establish an MPOAC Bicycle and Pedestrian Working Group. If it is established and is successful, it could then be elevated to Advisory Committee status. Discussion ensued

amongst the members and FDOT regarding the level of effort required for this undertaking, whether this should be included in the MPOAC Strategic Plan, and its relationship to the FDOT Bicycle Pedestrian Partnership Council. Mr. Buchwald noted that there are three options: continue MPOAC membership on the FDOT Bike/Ped Partnership Council only, establish the MPOAC Bike/Ped Working Group in the Strategic Plan, or recommend to the Governing Board the creation of an MPOAC Bike/Ped Working Group. T.J. Fish, Lake-Sumter MPO, made a motion to add the MPOAC Bike/Ped Working Group to the MPOAC Strategic Plan. Mr. Stuart seconded. The members discussed making the Working Group more multimodal by incorporating Complete Streets. Mr. Fish amended his motion to include Complete Streets. Mr. Stuart seconded the motion. The motion carried unanimously.

B. APPROVAL OF THE FY 2016/2017-2017/2018 UPWP

Mr. Mikyska provided an overview of the draft UPWP for FY 2016/2017 and 2017/2018. Mr. Mikyska asked the members to recommend approval of the UPWP to the Governing Board. Some described changes from the FY 2013/2014-2015/2016 UPWP include:

- Formatting and font modifications to make the document more appealing;
- The addition of the Heartland Regional TPO (HRTPO); and
- The addition of the MPOAC Executive Committee.

Section 2.0 included the new Task 2.5 MPOAC Bike & Pedestrian Working Group, which will be adjusted given the previous motion to add the Working Group to the Strategic Plan. Section 4.0 now includes the new Task 4.5 MPOAC Strategic Plan and Implementation.

The members discussed how to handle modifications to Task 2.5. Mr. Buchwald recommended an amendment to the UPWP to remove Task 2.5 and include it as an item in the Strategic Plan.

A member suggested consolidating subtask budgets to avoid issues with over- and under-spending. Discussion ensued to clarify funding sources, eligible activities, and matching requirements.

Mr. Mikyska requested that a motion to approve the UPWP include a provision to authorize him to make any changes as requested by FHWA. Mr. Buchwald requested that the motion also include a provision to move Task 2.5 MPOAC Bike & Pedestrian Working Group and its associated funding to Task 4.5 MPOAC Strategic Plan and Implementation. Bob Herrington, Charlotte County-Punta Gorda MPO, moved to recommend approval of the FY 2016/2017-2017/2018 UPWP to the Governing Board with the noted provisions. Greg Slay, Ocala/Marion TPO, seconded. The motion carried unanimously.

C. APPROVAL OF A NEW CONTRACT FOR LEGAL SERVICES WITH PAUL GOUGELMAN

Mr. Mikyska provided an overview of the new contract:

- There was no change in the hourly rate;
- The new contract is more detailed regarding work Mr. Paul Gougelman, MPOAC General Counsel, performs for the MPOAC. It includes a scope of work listing typical work products;
- It explains how billable hours are determined for partial hours and phone calls;
- It details who retains records; and
- It identifies other lawyers in the firm who are specialists in particular areas of law.

David Hutchinson, Sarasota/Manatee MPO, moved to recommend approval of the new contract for legal services with Paul Gougelman to the Governing Board. Mr. Stuart seconded. The motion carried unanimously.

D. MPOAC STRATEGIC PLAN UPDATE

Mr. Hal Beardall, FCRC Consensus Center, presented the current draft of the MPOAC Strategic Plan. He noted that the goals and objectives remain unchanged since the last MPOAC Staff Directors' Advisory Committee Meeting, and that he would be seeking input on draft action items.

The MPOAC Strategic Directions Advisory Committee (SDAC) conducted several surveys over the past few months, including a survey of the MPOAC Governing Board, the MPOAC Staff Directors' Advisory Committee, and MPOAC partners, including FDOT. Key elements of the draft Strategic Plan are as follows:

- MPOAC Mission
 - The MPOAC improves transportation planning and education by engaging and equipping its members to deliver results through shared innovations, best practices, enhanced coordination and communication that meets the needs of Florida's citizens, businesses and visitors.
- Guiding Principles in Developing the Strategic Plan:
 - Maximize the role of the MPOAC in transportation policy, planning and education.
 - Serve as a state transportation leader and agent of positive change.
 - Empower and enable individual members to do their jobs better.
 - Provide opportunities for MPOAC members to participate in committee and workgroup efforts to enhance the organization's mission and impact.
 - Evaluate organizational effectiveness in implementing goals/objectives/actions.

- Goals, Objectives, and Actions
 - Goal A: Communication and Sharing Best & Successful Practices
 - Objective 1: The MPOAC will convene a working group to determine how best to share information on best practice and successful innovations with members and other interested parties.
 - Establish an MPOAC best practice working group to determine how best to share information on best practices and successful innovations with members and other interested parties.
 - Development of new MPOAC operational and topical best practices workshops.
 - Operational: e.g. Federal certification reviews, member orientation best practices, budgeting/funding, business and strategic planning, benefit procurement, etc.
 - Topical: e.g. automated/connected vehicles, technology/data management, public participation, sunshine/ethics, etc.
 - Objective 2: The MPOAC will implement effective internal and external communication and coordination strategies with members and other organizations.
 - Create an MPOAC Communications Workgroup
 - MPOAC quarterly meeting format
 - Opportunity for MPOAC member participation on committees and workgroups
 - Goal B: Leadership Training and Education
 - Objective 1: The MPOAC will increase participation in the MPAOC Institute as the core leadership and educational program.
 - Continue to support the delivery and update of the MPOAC Institute
 - Expand participation in the MPOAC Institute
 - Exporting MPOAC Institute components to partner organizations
 - Objective 2: Develop an MPOAC-sponsored training program.
 - Establish an MPOAC Training Workgroup
 - Identify national training opportunities
 - Assess online training strategies
 - Consider a “train the trainers” approach to staff training
 - Goal C: Advocacy for Policy and Planning
 - Objective 1: The MPOAC will take steps to develop a stronger relationship with the Florida Transportation Commission
 - MPOAC representative on the FTC
 - MPOAC presentations to FTC
 - Strengthen MPOAC and FTC coordination

- Objective 2: Optimize the MPOAC relationship with the FDOT Central Office and the Districts to advance shared goals and member missions and programs
 - Document FDOT/MPOAC relationship
 - Regular briefings/updates with FDOT
 - Update FDOT/MPOAC procedures
 - Enhance the relationship of MPOAC and Districts
- Objective 3: Strengthen the MPOAC relationship and coordination with USDOT to advance member missions and programs.
 - Enhance the MPOAC and FHWA relationship
- Objective 4: Enhance coordination on advocacy for transportation policy and planning with partners and other organizations.
 - Coordinate advocacy
 - MPOAC/FAC partnership on certification
 - FLC/FAC education opportunities
 - MPOAC involvement in AMPO and NARC committees

Mr. Mikyska noted that, given the number of action items in the Strategic Plan, it would be helpful for individual MPOs to donate staff time to certain projects to avoid an increase in the MPOAC budget.

Several members posed questions and reacted to various elements of the plan. Mr. Mikyska clarified that an MPOAC “member” is broadly defined as any board member, staff person, or community served by the MPOAC. Mr. Beardall noted that Objective 1 of Goal A would be modified to reflect the addition of the Bicycle Pedestrian Working Group to the Strategic Plan and that a new action item would also be added. One member asked whether there would be any performance measurement regarding completion of action items. Mr. Mikyska noted that the Strategic Plan serves as a guidance document and checklist of actionable items, though performance measures and targets could be incorporated as members see fit. Mr. Beardall emphasized that the plan is flexible and can be adjusted, if needed.

One member asked whether the information presented at the MPOAC Institute could be packaged in a way that could be shared with the MPOs’ Citizens Advisory Committees. Mr. Buchwald noted that this is covered by the Goal B, Objective 1, Action C “Exporting MPOAC Institute components to partner organizations.” Mr. Buchwald suggested adding “advisory committees” as an example for that action item.

A member noted that “advocacy” is the central theme of Goal C, but is not explicitly mentioned in the MPOAC mission statement. The members agreed to add “and advocacy” to the draft mission statement.

The members and FDOT discussed the possibility of promoting more FDOT District staff involvement in MPOAC activities. Ms. Carmen Monroy, Director, FDOT Office of Policy Planning, noted that this might be difficult given the Districts' constrained travel budgets. Live streaming the meetings or considering District staff needs when selecting meeting locations could help increase District involvement.

Another member suggested modifying Goal C, Objective 3, Action A to be more inclusive, rather than specifying only FHWA. The members agreed to change the language to "USDOT."

Mr. Harold Barley, MetroPlan Orlando, moved to recommend adoption of the draft MPOAC Strategic Plan, with the agreed-upon changes, to the Governing Board. Bob Kamm, Space Coast TPO, seconded. The changes consist of:

- Adding "and advocacy" to the MPOAC mission statement;
- Changing "working group" in Goal A, Objective 1 to plural;
- Adding "Create a Bicycle and Pedestrian Working Group" as an action item under Goal A, Objective 1;
- Adding "MPO advisory committees" as an example in Goal B, Objective 1, Action C;
- Rewording the language in Goal C to say "The MPOAC will advocate and collaboratively lead effective local, regional and statewide transportation policy and planning;" and
- Replacing "FHWA" with "USDOT" in Goal C, Objective 3, Action A.

The motion carried unanimously.

E. 2017 MEETING LOCATIONS

The members explored ideas for meeting locations in 2017. A member asked if members could vote via teleconference if they could not physically attend the meeting. Paul Gougelman, MPOAC General Counsel, said he will look into it, but that most likely a physical quorum is required. After some discussion, the members agreed to meet at the following locations for 2017:

- January 2017 in South Florida;
- April 2017 in Orlando;
- July 2017 at a location to be determined, in coordination with the Floridians for Better Transportation annual conference; and
- October 2017 in Northwest Florida, in coordination with the annual Emerald Coast Transportation Symposium (hosted by the West Florida Regional Planning Council).

Mr. Whit Blanton, Pinellas MPO, moved to approve the meeting locations for the 2017 calendar year. Ms. Mary Beth Washnock, Bay County TPO, Florida-Alabama TPO, and Okaloosa-Walton TPO, seconded. The motion carried unanimously.

F. TRAVEL TIME RELIABILITY SKETCH PLANNING TOOL

Ms. Beth Alden, Hillsborough MPO, and Mr. Rich Margiotta, Cambridge Systematics, presented on the Travel Time Reliability Sketch Planning Tool. This forecasting tool came out of the Statewide Mobility Performance Measures Task Force Working Group. Hillsborough MPO tested this tool, and Ms. Alden provided an overview of that experience and how it could affect the Hillsborough County MPO Long Range Transportation Plan. When it is fully developed, MPOs statewide can use this tool to set performance targets.

Ms. Alden noted that performance measures can help MPOs better target their limited resources. The Hillsborough County MPO, using the tool, imagined three scenarios with different levels of safety spending and discussed how each spending category could affect safety. This process could help MPOs determine how much investment is necessary to meet established performance targets, and could provide important insight for the development of the long range transportation plan.

Mr. Margiotta noted that Cambridge Systematics developed a procedure for incorporating reliability and safety predictions as part of a larger FDOT effort to get SHRP 2 analytic products into place. Enhancements are underway to create a “user grade” post-processor software for other Florida MPOs. It would expand the types of projects that could be considered, account for synergies between safety and capital expansion/operations projects, and update internal relationships. MPOs can help refine this tool by providing feedback on the types of projects being considered, by informing the team whether or not the MPO is currently compiling crash data, and by beta testing the tool. A prototype is expected by June 30, 2016, a beta version by July 30, 2016, and a final product by September 15, 2016. Members can contact Rich Margiotta at rmargiotta@camsys.com or Doug McLeod at Douglas.McLeod@dot.state.fl.us for more information.

G. UPDATE OF THE STRATEGIC HIGHWAY SAFETY PLAN

This item was removed from the agenda.

7. COMMUNICATIONS

Mr. Buchwald noted two communications items in the agenda packet:

- Weekly Legislative Updates from the Executive Director; and
- Resolutions supporting the MPOAC Legislative Policy Positions from the Florida-Alabama, Okaloosa-Walton, and Bay County TPOs.

8. MEMBER COMMENTS

Mr. Stuart an overview of the Freight Advisory Committee meeting conducted earlier in the day. Several work products are being developed, including a freight prioritization process and handouts for MPO members to help them understand freight performance issues. Other discussions included next steps with FDOT on establishing a Statewide Freight Advisory Committee. The MPOAC Freight Committee was offered as a platform for forming the statewide freight committee, though some changes may be needed to incorporate more stakeholders into the process.

A member asked about FDOT's process for evaluating the economic impacts of the MPO Work Program, as required by recent state legislation. Ms. Monroy noted that the process is still being developed. A member also asked about the status of MPOAC suggested trainings by FDOT. Mr. Mikyska noted that FDOT will be providing online training on invoicing on May 25, 2016. Mr. Mikyska also confirmed that the members were interested in training for providers under state administered contracts. The training is offered in person by staff from the Department of Financial Services and would likely occur sometime after the beginning of state fiscal year on July 1, 2016.

Mr. Buchwald welcomed Ms. Anne McLaughlin who is the new Executive Director for the Collier MPO.

A member noted that the University of Florida has a statewide clearinghouse for crash data called GeoPlan and described useful it has been to the MPO in analyzing crash data.

9. ADJOURNMENT

The meeting was adjourned at 3:22pm. The next meeting of the MPOAC Staff Directors' Advisory Committee will be held on July 18, 2016 at the Loews Don CeSar Hotel in St. Petersburg, FL.