

Florida MPO Advisory Council
Meeting of the Staff Directors' Advisory Committee
January 26, 2017
Meeting Minutes

STAFF DIRECTORS (OR ALTERNATES) IN ATTENDANCE:

Peter Buchwald, Chair, St. Lucie TPO
Greg Stuart, Vice Chair Broward MPO
Austin Mount, Florida-Alabama TPO, Okaloosa-Walton TPO
Mary Beth Washnock, Bay County TPO
Greg Slay, Capital Region TPA
Bob Herrington, Charlotte County-Punta Gorda MPO
Anne McLaughlin, Collier MPO
Whit Blanton, Forward Pinellas
Michael Escalante, Gainesville MTPO
Sherry Carver, Heartland Regional TPO
Dennis Dix, Hernando/Citrus MPO
Beth Alden, Hillsborough MPO
Michael Woods, Lake-Sumter MPO
Ron Gogoi, Lee County MPO
Beth Beltran, Martin MPO
Gary Huttman, MetroPlan Orlando
Carlos Roa, Miami-Dade MPO
Denise Bunnewith, North Florida TPO
Michael Daniels, Ocala/Marion County TPO
Nick Uhren, Palm Beach MPO
Ronnie Blackshear, Polk TPO
Lois Bollenback, River to Sea TPO
David Hutchinson, Sarasota/Manatee MPO
Georganna Gillette, Space Coast TPO

OTHERS IN ATTENDANCE:

Carl Mikyska, MPOAC
Paul Gougelman, MPOAC General Counsel
Jeff Kramer, Center for Urban Transportation Research
Christen Miller, Center for Urban Transportation Research
Brigitte Messina, MPOAC
Karen Brunelle, Federal Highway Administration
Lee Ann Jacobs, Federal Highway Administration
James Haley, Florida Department of Transportation Aviation Office
Mark Reichert, Florida Department of Transportation

Lisa Dykstra, Florida Department of Transportation, District 4
Stacy Miller, Florida Department of Transportation, District 4
Mira Skoroden, Florida Department of Transportation, District 4
Arlene Tanis, Florida Department of Transportation, District 4
Thomas Hill, Florida Department of Transportation, Central Office
Joel Worrell, Florida Department of Transportation, Central Office
Victoria Williams, Florida Department of Transportation Turnpike Liaison
Jennifer Weeks, FDOT State Infrastructure Bank Program manager
Bryan Caletka, Broward MPO
Doreen Caudell, Forward Pinellas
Steve Diez, Hernando/Citrus MPO
David Moore, Ocala/Marion County TPO
Renee Cross, Palm Beach MPO
Willy Page, Atkins
Allison Stettner, Florida Turnpike Enterprise
Alex Trauger, HDR, Inc.
Jill Quigley, HDR, Inc.
Wally Blain, Tindale Oliver

1. CALL TO ORDER

Peter Buchwald, Chair, St. Lucie TPO, called the meeting to order at 12:15pm. The Chair welcomed those in attendance and self-introductions were made. All stood for the Pledge of Allegiance.

Mr. Buchwald thanked the Broward and Palm Beach MPOs for hosting. He then introduced Bryan Caletka, Broward MPO, who welcomed the members to Broward County.

Mr. Buchwald introduced Stacie Miller, Florida Department of Transportation (FDOT), District 4, Director of Transportation Development. Ms. Miller made a presentation about the distinctive successes and projects found in District 4., highlighting several unique projects. Ms. Miller concluded her remarks by giving examples of successful collaborations between MPOs and FDOT in District 4.

2. APPROVAL OF MINUTES

Greg Stuart, Broward MPO, moved to approve the minutes of the July 2016 Staff Directors' Advisory Committee Meeting. Denis Bunnewith, North Florida TPO, seconded the motion. The motion carried unanimously.

3. PUBLIC COMMENTS

No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT

A. UPWP REPORT

Mr. Mikyska MPOAC Executive Director, notified the members that he will be processing a Unified Planning Work Program (UPWP) modification to include additional clarity relative to the annual dues for the Association of Metropolitan Planning Organizations (AMPO) and the National Association of Regional Councils (NARC).

Carl Mikyska reported on the MPOAC budget. During the 2nd Quarter (October 1 – December 31, 2015), approximately \$179,711 was spent, of the total \$532,048 budget.

B. FLORIDA LEGISLATIVE UPDATE

Mr. Mikyska then presented the legislative status report. Mr. Mikyska distributed the Legislative Update for the week ending 01/27/2017 and stated that legislative updates will be sent out weekly once the legislative session has started.

C. WEEKEND INSTITUTE DATES FOR 2017

Mr. Mikyska announced the dates and locations for the 2017 MPOAC Weekend Institute for Elected Officials. The first Institute will take place April 21 - 23, 2017 and will be located at the FLC University Training Center in Orlando, Florida. The following Institute is scheduled for May 19 - 21, 2017 and is located at the Renaissance Hotel International Plaza in Tampa, Florida.

5. AGENCY REPORTS

A. FLORIDA DEPARTMENT OF TRANSPORTATION

Mark Reichert, FDOT Office of Policy Planning, updated the members on FDOT activities and brought forward topics of interest to the MPOs.

- Secretary Jim Boxold will be leaving the department for a position in the private sector.
 - Rachel Cone, the current Assistant Secretary of Finance and Administration, will be taking over as Interim FDOT Secretary.
- The legislature will begin meeting early next year, commencing in January 2018,
 - FDOT will be undertaking an accelerated work program cycle. Therefore, the due date for MPO lists of Priority Projects will be August 01, 2017.
- Mr. Reichert explained that it is his sixth week on the job and that he is currently focusing on fostering relationships with the members. He stated that he will be visiting all the MPOs and District Offices this year.

Mr. Buchwald then called upon Ms. Jennifer Weeks, FDOT State Infrastructure Bank (SIB), Program Manager, to continue the FDOT update with a presentation about the State Infrastructure Bank (SIB) program.

- Ms. Weeks explained that the State Infrastructure Bank (SIB) is a revolving loan and credit enhancement program consisting of two separate accounts and is used to leverage funds to improve project feasibility. The SIB can provide loans and other assistance to public or private entities carrying out, or proposing to carry out, projects eligible for assistance under federal and state law. The SIB cannot provide assistance in the form of a grant.

The SIB can assist with multiple modes of transportation including highway, airport, rail, seaports, and other multimodal facilities.

The federally-funded account is capitalized by federal money matched with state money as required by federal law. All repayments are repaid to the federally-funded SIB account and revolved for future loans. Projects must be eligible for assistance under title 23, United States Code (USC) or capital projects as defined in Section 5302 or title 49 USC. Projects must be included in the adopted long range transportation plan (LRTP) of the applicable Metropolitan Planning Organization (MPO) and must conform to all federal and state laws, rules and standards.

State-funded projects must be on the State Highway System or provide increased mobility on the State's system, or provide intermodal connectivity with airports, seaports, rail facilities or other transportation terminals. Here again, these projects should be included in the MPO LRTP and conform to policies and procedures within applicable Florida Statutes.

The SIB accepts Letters of Interest (LOI) and Applications on an annual basis. The LOI and Application processes are coordinated a year in advance. Each selected SIB project

is programmed in the Department's Work Program and goes through the normal legislative and budget process. The awarded funds will not be available until July 1 of the subsequent state fiscal year.

Ms. Weeks ended her presentation by directing the members to the SIB website <http://www.fdot.gov/comptroller/PFO/sib.shtm> where they can find additional details.

A discussion took place amongst the members about the SIB program in general and how the MPOs could be a part of it.

Mr. Buchwald then introduced Mr. Jim Halley, FDOT Aviation System Manager, who presented the upcoming Florida Aviation System Plan.

- Mr. Halley started his presentation by giving an overview of aviation in Florida, stating that 8.5% of Florida's gross state product (GSP) is from aviation-dependent businesses. He continued by giving an overview of the upcoming Florida Aviation System Plan (FASP).

In 2005, The Florida Department of Transportation in cooperation with the Federal Aviation Administration (FAA) and Florida's Public Airports, through the Continuing Florida Aviation System Planning Process (CFASPP), developed the Florida Aviation System Plan (FASP). The system plan incorporates the traditional aviation system planning elements provided for in most state aviation system plans.

Presently, the FASP is undergoing a strategic plan update, which will focus on updating goals and objectives from the previous plan. This plan will examine regional capacity constraints, investment policies and priorities, system utilization, best opportunities and development costs by District and statewide. The full system plan is expected to be completed in April-July 2017. For more information, visit www.cfaspp.com.

Mr. Halley then asked for members to consider their local airports in their regional planning activities and to be active stakeholders in Florida's statewide, regional, and local airport planning processes.

A discussion took place amongst the members about the importance of coordination with the aviation system plan when planning and programming surface transportation system funding.

Mr. Buchwald continued the meeting by introducing Thomas Hill, FDOT Systems Traffic Models Manager, who gave an update on the current modeling software bid process.

- The FDOT Traffic Systems Modeling Platform requires recurrent review and updates of its software with the last review occurring in 2004. The current model license was valid through December 2016, which has now expired. The current software platform does remain operational and available for use by the state and MPOs while the state carries out the statewide modeling software bid process. FDOT did put in place a support contract with Citilabs for the remainder of the current fiscal year, ensuring that model users can receive support during the bid process.

There are three competitive bidding processes:

- Invitation to bid (ITB)
- Request for proposals (RFP)
- Invitation to negotiate (ITN)

A scope of service has been created and focuses on development with direct input from the Florida Model Task Force and the Technical Review Committee. A new platform will launch June 31, 2017. Mr. Hill provided a timeline that included the scope of services, intention, and platform selection.

B. FEDERAL HIGHWAY ADMINISTRATION

Ms. Karen Brunelle, Director, Federal Highway Administration (FHWA) Florida Division, Office of Project Development, started her presentation by making a few announcements:

- United State Secretary of Transportation designate Chao's nomination was scheduled to be considered by the US Senate on January 31, 2017.
- Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) grants were announced in September 2016. FASTLANE grants are tools used to address America's infrastructure deficit.
 - FDOT received nearly \$11 million for the Parking Availability System, an information-distribution system to be deployed first on the I-4 and I-95 corridors with the aim to distribute parking-availability data to professional truck drivers in real-time.
- Transportation Investment Generating Economic Recovery (TIGER) Awards were announced in August 2016. Over 500 applications were received in the last cycle.
 - Broward MPO received \$11.5 million for Complete Streets Initiative.

Ms. Brunelle then gave an update on legislation and regulations:

- The Manual on Uniform Traffic Control Devices (MUTCD) was recently updated to include a newly approved traffic control device (a bicycle box) to improve bicycle

safety at signalized intersections. A bicycle box is a designated area at the head of a traffic lane at a signalized intersection that provides bicyclists with a safe and visible way to get ahead of queuing traffic during the red signal phase. The bicycle boxes are now available to be implemented within all Florida's cities and counties.

- The final Transportation Performance Measures (TPM) rules were issued on January 18, 2017. One rule establishes regulations to assess the condition and performance of bridges on the National Highway System (NHS) and of pavement on the Interstate and non-Interstate NHS. The other final rule establishes regulations to assess the performance of the National Highway System (NHS), Freight Movement on the Interstate System, and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
 - Webinars, FAQs, and fact sheets on the two final rules are forthcoming.
- The National Highway Institute (NHI) has a new training course called the Steps to Effective Target Setting. This is a two day course that explains the elements of target setting and focuses on how to set reasonable, attainable targets.

Ms. Lee Ann Jacobs, Planning Team Leader, FHWA Office of Project Development, made several announcements of interest to the members:

- Ms. Jacobs congratulated MetroPlan Orlando. On January 18, 2017, MetroPlan Orlando was awarded \$50K for the Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) Implementation Projects - Round 3. Transportation agencies receiving funding will benefit from this opportunity through additional resources for assessing current levels of sustainability and analyzing options for sustainability improvements.
- FHWA has hired Teresa Parker to take the position of Transportation Planning Specialist in the Orlando office. Ms. Parker will be responsible for Districts 5 and 7 and the State Planning and Research (SP&R) program.
- Ms. Jacobs called attention to a report entitled *Planning Summary Report, Program Accountability*, found in the meeting agenda package.
- The Highway Asset Management Final Rule was published in October 2016.
- The Metropolitan Planning Organization Coordination and Planning Area Reform Final Rule was published in December 2016.
- The FHWA Office of Planning, Environment, and Realty (HEP) launched a new video, *Building Better Multimodal Networks*, on the FHWA website and on the FHWA YouTube channel. This video highlights the many ways that the Federal Highway Administration is investing in pedestrian and bicycle research to help communities build connected networks, improve safety, promote equity and encourage more people to walk and bike.

- The US Department of Transportation (DOT) designated 10 proving ground pilot sites to encourage testing and information sharing around automated vehicle technologies. These proving ground designations are intended to foster innovations that can safely transform personal and commercial mobility, expand capacity, and open new doors to disadvantaged people and communities. Among the 10 pilot sites selected was a test site proposed by the Central Florida Automated Vehicle Partners.

This group will openly share best practices for the safe conduct of testing and operations as they are developed, enabling the participants and the general public to learn at a faster rate and accelerating the pace of safe deployment. The proving grounds will also provide critical insights into optimal big data usage through automated vehicle testing and will serve as a foundation for building a community of practice around automated vehicle research.

The proving grounds were narrowed from an applicant pool of more than 60, which included a range of different types of organizations, including privately held facilities, state transportation departments, municipalities and cities and academic institutions.

8. BUSINESS ITEMS & PRESENTATIONS

A. BYLAWS REVISIONS

Carl Mikyska, MPOAC Executive Director, provided an overview of the MPOAC Bylaws and Rules; He relayed the request from the MPOAC Policy and Technical Subcommittee to consider changing the MPOAC Staff Directors' Advisory Committee meeting format. Instead of occurring immediately before the MPOAC Governing Board meeting, the Staff Directors will meet a month in advance. This would allow for more in-depth meetings, would allow for suggestions to be vetted and formally presented to the MPOAC Governing Board, and would double as a Policy and Technical Committee meeting.

Mr. Mikyska continued by identifying other revisions to the Bylaws:

- Expanded definition of MPO, eliminated TPO definition
- No more Chairperson, Chairman, etc – only Chair and Vice-Chair
- Allow for two alternates to represent MPOs at meetings
- No more sub-committees, just committees
- Align the appointment of leadership positions with elections
- Flexibility in naming member organizations
- Agendas distributed 10 days in advance of meeting

Mr. Gougelman, MPOAC General Council, also mentioned a few minor text changes that would be made in the Bylaws.

Denise Bunnewith, North Florida TPO moved to approve the Bylaws revisions. Bob Herrington, Charlotte County-Punta Gorda MPO, seconded the motion. The motion carried unanimously.

B. ELECTION OF OFFICERS

Mr. Peter Buchwald, current chair of the Staff Directors' Advisory Committee, relinquished the Chair position to Mr. Mikyska, MPOAC Executive Director, who introduced the election of officers –Chair and Vice-Chair – for the MPOAC Staff Director's Advisory Committee. Mr. Mikyska noted for the record that the election was for a one-year term to begin immediately. Mr. Mikyska asked Mr. Buchwald, Chair, St. Lucie TPO, if he would be willing to continue to serve if nominated. Mr. Buchwald responded that he serves at the will of the Staff Directors' Advisory Committee and would certainly do so again.

Beth Beltran, Martin County MPO, mentioned that the MPOAC could use more women in leadership positions and that she hoped a female staff director would step forward next election.

Greg Stuart, Vice-Chair, Broward MPO, nominated Peter Buchwald to continue to serve as Chair. Greg Slay, Capital Region TPA, moved to close the nominations and Bob Herrington, Charlotte County-Punta Gorda MPO, seconded. Mr. Mikyska closed the nominations and called the question by unanimous acclimation. The motion passed.

Dave Hutchinson, Sarasota/Manatee MPO, nominated Greg Stuart, Broward MPO, to continue serving as Vice-Chair of the Staff Directors' Advisory Committee. Greg Slay, Capital Region TPA, moved to close the nominations and Bob Herrington, Charlotte County-Punta Gorda MPO, seconded. Mr. Buchwald closed the nominations and called the question by unanimous acclimation. The motion passed.

C. PL RESERVE AND POLICY

Carl Mikyska, MPOAC Executive Director, provided information on approximately \$2 million in federal planning funds (PL) that had been held in reserve and which will now be made available for a one-time allocation to Florida's MPOs if that were the will of the membership.

Many comments were made on how the available funds could be used, including a suggestion by David Hutchinson, Sarasota/Manatee MPO, that a portion of the funds be made available for a study to benefit all MPOs in the state. Ann McLaughlin, Collier MPO, suggested that the funds be distributed to the MPOs instead of holding them.

David Hutchinson, Sarasota/Manatee MPO, moved to approve the distribution of the PL Reserve funds. Beth Beltran, Martin MPO, seconded the motion. The motion carried, with one member (Mike Escalante, Gainesville MTPO) in opposition.

D. REQUEST FOR FDOT FUNDING FOR REVIEW OF LRTPS

Jeff Kramer, Center for Urban Transportation Research (CUTR), made a presentation on a research proposal to provide funding for a *Review of MPO Long Range Transportation Plans (LRTPs) and Estimate of Statewide 2-4- Metropolitan Area Financial Shortfall*. CUTR has conducted comprehensive reviews of FL LRTPs four separate times in the past 20 years (1997, 2002, 2008, and 2013), each time following the conclusion of the MPO LRTP update cycle. The purpose of the review is to identify current transportation planning practices and changes in practice over time, and to make suggestions in practice in advance of the next LRTP update cycle. Additionally, CUTR develops a statewide long range funding shortfall estimate for Florida's metropolitan areas based on the financial information provided in the LRTPs. The estimated long range financial shortfall has been used in the past to improve MPO LRTP financial planning and reporting practices and to demonstrate the need for increased transportation funding in Florida's metropolitan transportation systems.

Mr. Kramer noted that the last LRTP of the 2040 update cycle will be adopted by the Okaloosa-Walton TPO in February 2017. There is an estimated 18 month schedule to review the 2040 MPO LRTPs and Mr. Kramer suggested that the review would need to begin soon if it were to be concluded in advance of the next update cycle (nine MPOs will be adopting their 2045 LRTPs in the Fall of 2019). When asked, Mr. Kramer indicated that the Florida Department of Transportation (FDOT) had funded the four previous review projects. Mr. Kramer requested that the MPOAC and FDOT consider funding mechanisms for the review of MPO 2040 LRTPs and funding shortfall estimate.

A discussion took place amongst the members including a suggestion by Beth Alden, Hillsborough MPO, to move the issue to the Best Practices Committee. Greg Slay, Capital Region TPA, proposed to continue the discussion during the next meeting.

David Hutchison, Sarasota/Manatee MPO, made a motion to discuss the FL LRTP Review funding during the next MPOAC meeting and with consideration to be brought before the Best Practices Committee. Bob Herrington, Charlotte County-Punta Gorda MPO, seconded the motion. The motion carried unanimously.

E. LEGISLATIVE PRIORITIES FOR 2017

Mr. Mikyska summarized and made recommendations for the current policy positions:

1. Implements the recommendations from the MPOAC transportation revenue study and other options for expanding transportation revenue sources.
2. Regulates distracted driving as a primary offense by prohibiting the use of electronic wireless communications devices and other similar distracting devices while operating a moving motor vehicle.
3. Restores funding to 2007 levels for the Transportation Regional Incentive Program (TRIP).
4. Allows Strategic Intermodal System (SIS) funds to be used on roads and other transportation facilities not designated on the SIS if the improvement will enhance mobility or support freight transportation on the SIS.

Mr. Mikyska continued by identifying a new policy as directed by the Policy and Technical Subcommittee:

5. Establishes flexible and predictable funding for transit projects (capital and operating) identified through the metropolitan transportation planning process by removing various funding limitations for the State Transportation Trust Fund (STTF).

Mr. Mikyska then proposed a potential sixth policy as directed by the Executive Committee:

6. Recognizes that federal metropolitan transportation planning funds shall not be regarded as state funds for purposes of expenditure.

Mr. Mikyska recommended that the MPOAC advance with the four policies from previous years, the recently created fifth policy, and to add the potential sixth policy.

Lastly, Mr. Mikyska brought attention to a potential seventh policy that would focus on transportation network companies (TNCs) such as Uber and Lyft. He noted that a bill is currently being presented before the legislator to regulate such companies on a statewide basis. TNCs would be required to pay a yearly registration fee for the entire company. Mr. Mikyska proposed that the MPOAC support any revenue source from this legislation. Mr. Mikyska requested that this be a verbal direction and to not include this policy in the MPOAC Policy Position brochure.

David Hutchison, Sarasota/Manatee MPO, made a motion to recommend approval of the new language and changes to 2017 Policy Positions to the MPOAC Governing Board. Sherry Carver, Heartland Regional TPO, seconded the motion. The motion carried unanimously.

F. MPOAC STRATEGIC PLAN WORKING GROUPS

Mr. Buchwald, Chair, St. Lucie TPO, requested a formal recommendation for the MPOAC Governing Board to establish two new working groups based on the recommendations of the new MPOAC Strategic Directions Plan.

Carl Mikyska, MPOAC Executive Director, presented survey results that showed the most popular working groups amongst the members. Mr. Mikyska recommended the formation of the top two committees:

- Bicycle & Pedestrian Committee
- Best Practices Committee

Based on input provided by the membership, Mr. Mikyska recommended two members to assume the role of Committee Host and Chair, Nick Uhren, Palm Beach MPO, for the Bicycle and Pedestrian Committee and Beth Alden, Hillsborough MPO, for the best Practices Committee. Mr. Mikyska stated that he would work with each Chair to develop a working plan for committee approval.

David Hutchison, Sarasota/Manatee MPO, moved to approve the recommendation to the Governing Board to create the MPOAC Strategic Plan Working Groups (Committees) and appoint Nick Uhren and Beth Alden as Chairs. Greg Stuart, Vice-Chair, Broward MPO, seconded the motion. The motion carried unanimously.

G. STAFF DIRECTORS' ADVISORY COMMITTEE MEETING DATES FOR 2017

Carl Mikyska, MPOAC Executive Director, presented proposed MPOAC Staff Directors' Advisory Committee meeting dates for 2017. He announced that no changes will be made to the Governing Board meeting dates:

- 1st Quarter No Change (January 26th Meetings)
- 2nd Quarter -Staff Directors - March 2, 2017
-Governing Board – April 6, 2017 in Cocoa Beach
- 3rd Quarter -Staff Directors - June 1, 2017
-Governing Board – July 19, 2017 in Boca Raton
- 4th Quarter -Staff Directors – October 12, 2017
-Governing Board – November 7, 2017 in Panama City Beach

Mr. Mikyska stated that meeting locations would be determined at a later date based on the availability of appropriate meeting accommodations.

Greg Slay, Capital Region TPO, moved to approve the MPOAC Staff Directors' advisory Committee meeting dates for 2017. Beth Alden, Hillsborough MPO, seconded the motion. The motion carried unanimously.

H. NARC DUES INCREASE

Carl Mikyska, MPOAC Executive Director, requested approval of a proposed dues increase for National Association of Regional Councils (NARC) from \$50,000 per year to \$85,000 per year.

The MPOs in Florida have elected to pay dues for NARC by taking these expenses "off the top" of the annual statewide PL allotment, along with other expenses such as the operation of the MPOAC, research support, the MPOAC Institute, and annual dues for the Association of Metropolitan Planning Organizations (AMPO). The membership dues paid to NARC currently, which covers membership fees for all 27 members and the MPOAC itself, is \$50,000.

The NARC Board of Directors approved a new membership dues rate of \$0.005 per capita on September 20, 2016 for implementation effective January 1, 2017 and phased in over a two year period. This raises the statewide dues for Florida MPOs to \$85,500 (subject to a small adjustment for population growth when figures for the new year are released). This is in line with current AMPO membership dues for Florida MPOs and the MPOAC. Mr. Mikyska recommended that the following actions be taken:

1. The Florida MPOAC acknowledges the new NARC membership dues structure and that this be used in preparing future UPWPs and budgets for the organization.
2. The UPWP budget for FY2017/2018 be updated to reflect a NARC membership dues expense of \$67,750 (which is mid-way between our current dues of \$50,000 and the \$85,500 that it would be using the new formula) to take advantage of the two year transition period provided for in the new membership dues structure.
3. NARC will be informed that Florida MPOAC funding is based on a fiscal year starting July 1 and our annual payments for each calendar year will be made in the July-August timeframe.

Mary Beth Washnock, Bay County TPO, Florida-Alabama TPO, Okaloosa-Walton TPO moved to approve the National Association of Regional Councils (NARC) dues increase. Ron Gogoi, Lee County MPO, seconded the motion. Dave Hutchinson offered a friendly amendment to the motion asking NARC and AMPO to take a legislative position that future federal

transportation authorization bills specify the use of the most recent census population data in funding distribution formulas. Ms. Washnock and Mr. Gogoi agreed to the friendly amendment and the motion carried unanimously.

I. EXECUTIVE DIRECTOR PERFORMANCE REVIEW

Carl Mikyska, MPOAC Executive Director, provided background information about the MPOAC Executive Director performance review process and noted that it is a requirement within the MPOAC Bylaws.

Mr. Buchwald, Chair, St.Lucie TPO, explained how the Executive Committee evaluated Mr. Mikyska using the template found in the Agenda Package under Item Number 6, Attachment 10. The Executive Committee was in agreement that Mr. Mikyska has done a terrific job of elevating the organization within the state and nationally. Mr. Buchwald continued by listing several of Mr. Mikyska's accomplishments achieved over the past 18 months.

The Executive Committee scored Mr. Mikyska an overall score of 3.256 out of a 4. Based on his high score, a 3.5% salary increase was recommended for Carl Mikyska, MPOAC Executive Director, and a \$1000 annual salary increase for Brigitte Messina.

Mr. Buchwald stated the 2017 objectives for the MPOAC Executive Director:

- Find opportunities to continue and empower the MPO board to the maximum intended by federal regulations
- Increase MPO revenues as well as revenues being available and directed to local agencies to address their transportation needs while minimizing the interference from the flow of federal funds to the MPOs
- Assist the MPOs by acting as a "clearing house" and connecting MPOs who are in need of assistance
- Clean up legislation
- Strengthen the work program download to the MPOs directly and more regularly
- Continue to improve the agenda packets (have the agenda packets become a fully electronic in the future)

Many members praised Mr. Mikyska on how well he has been doing in his position.

Bob Herrington, Charlotte County-Punta Gorda MPO, made a motion to approve salary increases for the MPOAC Executive Director and for Brigitte Messina. Greg Slay, Capital Region TPA, seconded the motion. The motion carried unanimously.

9. COMMUNICATIONS

Peter Buchwald, Chair, St. Lucie TPO, mentioned the communication items in the agenda packets.

10. MEMBER COMMENTS

Mr. Buchwald asked for member comments:

- Denise Bunnewith, North Florida TPO, made a comment about the need for the MPOAC to approve financial guidelines for the next cycle of long range transportation plans (LRTPs) in a timely fashion as the North Florida TPO is in the process of preparing an RFP for their 20145 LRTP update.
- David Hutchinson, Sarasota/Manatee MPO, made a comment about the NARC dues increases, noting that NARC uses population data from the most recent census and USDOT should also for distribution of federal funds.
- Greg Stuart, Vice-Chair, Broward MPO, mentioned the Safe Street Submit and the schedule. Next year's event will be in West Palm Beach and the following year it will be in Miami-Dade and then in 2020 it will return to Broward County.

11. ADJOURNMENT

The meeting was adjourned at 3:13pm. The next meeting of the MPOAC Staff Directors' Advisory Committee will be held on March 2, 2017.